

Approved by
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Signature

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DBP CHIEF



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TERMS OF REFERENCE

FOR A NATIONAL CONSULTANT FOR MID-TERM AND FINAL EVALUATION OF "ADDRESSING SEXUAL AND GENDER BASED VIOLENCE IN THE KYRGYZ REPUBLIC" PROJECT

Project Name:	Addressing Sexual and gender based violence in the KR
Title of assignment:	Evaluation Consultant
Contract type:	Individual contract
Duty station	Bishkek, Kyrgyzstan with travel to Jalal-Abad
Duration of Contract:	100 working days within September, 2017 — April, 2018

BACKGROUND

Sexual, gender based violence (SGBV) in the Kyrgyz Republic remains a wide spread phenomenon curtailing the enjoyment of citizen's human rights as well as limiting the ability of achieving a true gender equality without discriminations. Preventing and combatting such phenomenon is an essential challenge to support the full transition of the Kyrgyz Republic into a democratic state governed by the rule of law and in application of human rights principles. Through a combined approach, the project aims at improving the national stakeholder's knowledge and understanding of the phenomenon with a view to exercise an effective prevention mechanism as well as improving the ability to respond to it when crimes have occurred.

The Project cooperates with the Ministry of Internal Affairs (MIA), the KR General Prosecutor, and the Judges Training Center (JTC) to develop training programme and manual for police, prosecutors, and judges to address SGBV, including manuals with modules for instructors, incorporating hands on scenario based instructions, the strengthening of a pro bono defense mechanism offering free legal advice to victims and a wide range information campaign aiming at awareness raising among population about prevention of gender based violence.

UNDP Kyrgyzstan in compliance with its programmatic approach on the Rule of Law, Human Rights and Gender, UNDAF/CPD OUTCOME #3: "By 2017, national and local authorities apply rule of law and civic engagement principles in provision of services with active participation of civil society, the Project pursues the following outcome: *Improved capacity of law enforcements bodies, justice institutions and civil society for enabling them to address more effectively to SGBV in Kyrgyzstan.*

The theory of change of this project postulates that only if law enforcement bodies, justice institutions and civil society organizations are properly capacitated and empowered to prevent and when necessary to respond to the occurrence of sexual, gender based related crimes, then basic preconditions will be laid the to create human rights based gender equality with positive consequences for the overall progress, security and stability of the country.

ToR developed by:

Elmira Shishkaraeva, UNDP Country Programme Gender Coordinator

There are three Outputs of the Project, supported by the Theory of Change:

Under Output 1: Capacity of law enforcement, justice sector (including prosecutors and judges), and civil society is strengthened to prevent and respond to SGBV.

Under Output 2: A Pro Bono defense mechanism for real cases is strengthened and provided to right holders.

Under Output 3: Mechanisms for dialogue, and joint problem-solving are strengthened through advocacy.

Project beneficiaries and stakeholders

The target groups of the project are employees of law-enforcement agencies, prosecutor's office, judges, lawyers, women and girls victims of gender based violence.

Government counterparts in the project are the Ministry of Internal Affairs, General Prosecutor's office, Supreme Court involved in the project. Responsible/Implementing parties are PF "Association of Women Judges", PA "Advocates Training Center", PA "Centre for Researches of Democratic Processes", and several civil society organizations specializing on protection of women's rights.

Budget, geographical scope and timeframe

Kyrgyzstan: Bishkek, Chui region; Issyk-Kul; Osh; Jalalabat; Batken, Talas and Naryn.

Total project budget is USD 500,000 with the period from May 2016 to April 2018

OBJECTIVE

The objectives of this evaluation are to: analyze the status of results achievements; assess effectiveness and efficiency of the project activities in attainment of project results; assess the implementation strategies, processes and performance of the partners in the civil society sector, who participated in the implementation of the project and analyze the programme's goals and theory of change for the entire period of the project.

SCOPE OF WORK

Under direct supervision of the Country Programme Gender Coordinator and relevant project staff, the Evaluation Consultant will perform the following tasks:

For mid-term evaluation:

1. Hold initial debriefing meeting to inform interviewees and participants of the evaluation (national relative authorities, implementing partners and beneficiaries) on the purpose and objectives of the evaluation;
2. Hold 1 discussion and 1 interview with the management of UNDP project staff;
3. Conduct 1 desk review of relevant documents, monthly reports of partners, project workplans and project document, quarterly progress reports;
4. Review specific project products like analytical report, manuals, training packages and other materials;
5. Develop methodology and tools of evaluation of the project with semi-structured interviews, minimum 4 focus group discussions during mid-term and final evaluation, with direct and indirect beneficiaries, implementing partners, donor and other stakeholders in Bishkek;
6. Prepare and submit mid-term evaluation report in Russian language (at least 15 pages);
7. Hold a mid-term evaluation meeting on the findings.

For final evaluation, the Evaluation Consultant will perform the following tasks:

1. Hold debriefing meeting to inform interviewees and participants of the final evaluation (national relative authorities, implementing partners and beneficiaries) on the purpose and objectives of the evaluation;
2. Hold 1 discussion and 1 interview with the management of UNDP project staff;
3. Conduct 1 desk review of relevant documents, monthly reports of partners, quarterly progress reports;
4. Review specific project products like analytical report, manuals, training packages and other materials;

5. Undertake a field visit of one selected by the evaluator project site for direct observation and minimum 1 focus group discussion and minimum 3 interviews with the final beneficiaries;
6. Prepare and submit final evaluation report to UNDP with thorough analysis including recommendations and lessons learnt in Russian language (at least 25-30 pages);
7. Hold a debriefing meeting on findings of final evaluation.

FINAL PRODUCTS

PRODUCTS	DEADLINE	PAYMENT STRUCTURE
<p>Mid-term evaluation of the project: The initial debriefing is conducted on the purpose and objectives of the evaluation; 1 Discussion and 1 interview with the management and project stakeholders is conducted and the 1 desk review of the reports is finalized; The evaluation methodology and preliminary questions for the interview/focus groups are provided; Mid-term evaluation report with recommendations in Russian language is submitted (at least 15 pp.); Mid-term evaluation meeting on the findings is organized.</p>	September 20, 2017	35 %
<p>Final evaluation of the project: The debriefing meeting is conducted on the purpose and objectives of the evaluation; Discussions and interviews with the management, donor representatives and project stakeholders is conducted and the desk review of the reports is finalized; Final evaluation report with thorough analysis including recommendations and lessons learnt in Russian language is submitted (at least 25-30 pp.); Final evaluation meeting on the findings is organized.</p>	April 25, 2018	65 %

REPORTING REQUIREMENTS

During the assignment, the Evaluation Consultant shall submit a mid-term evaluation report and a final report prepared in accordance with the achieved outputs according to the schedule as per table of deliverables in the agreed format, describing the activities undertaken during fulfillment of the task. The reports should be submitted according to the work schedule after each product achieved and approved by the UNDP Country Programme Gender Coordinator which will serve as basis for payments. The Certifying Officer is UNDP Country Programme Gender Coordinator.

QUALIFICATION REQUIREMENTS TO THE CONTRACTOR

The Evaluation Consultant should have the following background and experience:

- Minimum Master's degree or equivalent in social sciences/ international relations/ gender studies;
- At least 3 years of relevant experience in developing evaluation and monitoring methodologies with the focus on gender/promotion of women's rights;

- Practical experience in evaluation of development projects (minimum 2 projects assessed);
- Demonstration of strong analytical, presentation and research skills;
- Solid understanding of gender based violence aspects;
- Knowledge of Kyrgyz and Russian.

SCOPE OF PRICE PROPOSAL AND SCHEDULE OF PAYMENTS

- The contract is based on two instalments

Preferred Currency of Offer: US dollars (US\$)

Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of three instalments' amounts (including travel, per diems, and number of anticipated working days).

For local contractors in Kyrgyzstan UNDP shall effect payment in Kyrgyz Som based on the prevailing UN operational rate of exchange on the month of payment. The prevailing UN operational rate of exchange is available for public from the following link:

TRAVEL REQUIREMENTS

This contract requires following travel:

Oblast	Destination	Days/ overnights	Number of visits
Jalalabad	Jalalabad city	2 / 2	1

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

INPUT OF THE UNDP

- In the course of the contract duration, UNDP will provide expert based support in completing the assignments, along with contact details of stakeholders and beneficiaries.
- The Consultant will not be granted with permanent access to UNDP premises and workplace for the whole duration of assignment (security charges are not applicable).