

## ANNEX-II: Terms of Reference (TOR)

<b>TITLE:</b>	Final Evaluation of Partners for Prevention Regional Joint Programme (Phase II)
<b>AGENCY/PROJECT NAME:</b>	Partners for Prevention Regional Joint Programme for the Prevention of Violence against Women and Girls

### 1) GENERAL BACKGROUND

Partners for Prevention (P4P) is a UNDP, UNFPA, UN Women and UNV regional joint programme for the prevention of violence against women and girls (VAWG) in Asia and the Pacific. The joint programme brings together the combined strengths of the four UN agencies, along with governments and civil society, to promote and implement more effective violence prevention programmes and policies. P4P Phase 1 (2008-2013) focused on research, capacity development and networking and communication for social change. The programme is now in its second Phase (2014-2017) which focuses on prevention interventions, capacity development and policy advocacy at both country and regional levels.

In the approved project document, Phase II has the following outputs:

- Output 1: Interventions are implemented, monitored and evaluated in selected sites to prevent men and boys' perpetration of VAWG and to generate new learning
- Output 2: Selected national partners have increased capacity to design and implement rigorous evidence-based interventions and policies for the prevention of VAWG
- Output 3: Regional bodies and organizations have increased capacity to support effective programs and policies for the prevention of VAWG

These outputs contribute to an intermediate outcome: Ending VAWG is prioritized by state and non-state actors in Asia and the Pacific.

Due to limitations of resources, the Steering Committee agreed that P4P would focus on Output 1, which aims to support the development, implementation and monitoring and evaluation of evidence based violence prevention programmes at the country level.

The prevention interventions have been carried out in the following five countries:

- In Da Nang, Viet Nam, more than 90 men participated in four Male Advocate Clubs were from September 2015 to November 2016. They met fortnightly for five months and then moved to a monthly meeting for eight months while going through a gender transformative intervention and participating in and leading various events and activities focused on prevention of VAWG.
- In Bougainville, PNG, a "community conversation" model was carried out from January-December 2016, reaching 2,800 people. It has two purposes: To increase the level of awareness, information and conversation on VAWG, trauma and healing and peace-building; and to increase positive relationship skills
- In Cambodia, the intervention takes place in Kampong Cham province from August 2016 to August 2017. It works with 300 participants (adolescents and caregivers) through year-long sessions that are designed to change the social norms that perpetuate gender inequitable attitudes and improve relationships between adolescents and caregivers
- In Indonesia, the violence prevention Intervention started in Papua province In December 2016. Over a course of one year, more than 80 adolescents and 35 caregivers will participate in community sessions that aim to equip adolescents with gender equitable attitudes and improve the quality of their relationship with their caregivers.
- In Bangladesh, P4P has supported the capacity building of national UNVs to develop their skills in prevention of VAWG and promotion of volunteerism within the framework of the Generation Breakthrough project working with boys and girls ages 10-19 through the school system and also with out of school youth and the broader community from January 2015-February 2017. P4P also

technically supported an intervention focused on preventing sexual harassment through advocacy and mobilization in four universities. It covered 28,000 students and 2,900 staff from 2015-2016.

As for Output 2, it was agreed that P4P would additionally provide capacity building support and promotion of volunteerism at the national level, but with focus on partners who implemented interventions. Limited policy advocacy at the national level would take place only after interventions were completed.

In terms of Output 3, it was also agreed that P4P would not place significant time and resources on capacity building at the regional level, which would have included supporting a regional learning network. Regional advocacy would be delayed until the end of programme implementation and would be done through existing UN agency partnerships.

As P4P Phase II will close March 31, 2018, we are seeking an Evaluation Team, composed of an Evaluation Team Leader and an Evaluation Specialist, to conduct the final evaluation of the regional programme, with a focus on output 1 and select components of outputs 2 and 3.

## **2) PURPOSE AND OBJECTIVES OF THE EVALUATION**

As the operating contexts are greatly different from one country to another, the evaluation will aim to assess the performance of the programme at the regional level in achieving output 1 and select areas of outputs 2 and 3. It will also have a forward-looking approach to sustaining the achievements beyond the programme closure in Q1 2018.

The primary users of the evaluation will be the Government and civil society partners in all five countries, the four contributing UN agencies at the country and regional levels, and the donor.

Specifically, this evaluation has the following objectives:

- Assess progress achieved or being made towards the achievement of the output 1 and select components of outputs 2 and 3;
- Provide forward-looking recommendations on the exit strategy that sustains the achievements of the programme;
- Document lessons learnt, success stories and good practices in order to maximize the experiences gained.

## **3) SCOPE OF SERVICES**

### **3.1 Programmatic scope**

The evaluation will assess the work under output 1 and the select areas within output 2 and 3.

### **3.2 Geographic coverage**

The activities related to the three outputs under Phase II have been undertaken in the five countries to varying degrees and timelines. In Vietnam and PNG, the interventions, together with country evaluations by Country Offices, were completed in late 2016/early 2017. In Bangladesh, an evaluation by the UN Women Country Office was completed in 2016; Generation Breakthrough Programme by UNFPA Country Office will also be evaluated in December 2017. The interventions in Cambodia and Indonesia are expected to be closed in September and November 2017, respectively.

Therefore, the evaluation team is expected to conduct field visits in Cambodia and Indonesia, as the interventions are closing, and evaluate the other three countries remotely.

### **3.3 Timeframe**

The evaluation will cover the programme implementation of Phase II from July 2014 to November 2017. As the evaluation takes place during the final year of Phase II, some early achievements can be seen and measured, but it is not expected that the outcome will be significantly influenced.

### **3.4 Evaluation questions**

#### *Relevance*

1. To what extent has P4P responded to the needs and priorities regarding prevention of VAWG in the target countries? How did P4P link up with the national strategies and existing programme on VAWG?
2. Has the programme contributed to building the broader knowledge base and capacity in the 5 countries in relation to output 1?
3. Were the expected programme outputs relevant and realistic to the situation and needs on the ground?
4. Has P4P been able to adapt its programming to the changing context to address priority needs in the region?

#### *Efficiency*

5. Have resources (funds, human resources, time, expertise etc.) been allocated strategically to achieve results?
6. Have the programme funds and activities been delivered in a timely manner?
7. Could the activities in output 1 and limited 2 and 3 have been delivered with fewer resources without reducing their quality and quantity?

#### *Effectiveness*

8. To what extent the evaluated outputs have been or are being achieved?
9. What are the greatest achievements of the programme? What are the supporting factors? How can the programme build or expand on these achievements?
10. Which area of the programme has the least achievements? What are the constraining factors? How can they be overcome?
11. How have key stakeholders have been involved in the programme? What is the level of their satisfaction?
12. What alternative strategies would have been more effective in achieving its expected results?
13. What unintended (positive/negative) outcomes might be occurring because of the programme? How did the programme deal with these outcomes?
14. How did factors beyond of the control of the programme affect programme implementation objectives? How did the programme deal with these external factors? How realistic were the critical assumptions identified by the programme?
15. To what extent did P4P Phase II effectively build on achievements and lessons learned from Phase I?

#### *Sustainability*

16. How sustainable (or likely to be sustainable) are the results of the P4P interventions?
17. What is the level of ownership of the programme by its key stakeholders?
18. How can the programme approach or results be replicated or scaled up by national partners?
19. How can this programme approach be replicated and sustained at the regional level?
20. How did the programme change stakeholders' priorities on VAWG?

### **3.4 Methodology**

The contractor will determine the specific design and methods for the evaluation during the initial Inception period. At the minimum, the contractor is expected to use a mixed-method approach. A combination of data collection methods is preferred in order to offer diverse perspectives to the evaluation, and to promote participation of different groups of stakeholders.

In this approach, the contractor will draw conclusions based on triangulation of evidence from different methods and sources (primary and secondary). The primary data collection strategy will use two modalities:

1. Conduct interviews by thematic area through on-line/telephone interviews with a wide range of stakeholders.
2. Visit the Regional Office in Thailand and two selected countries (Cambodia and Indonesia) to conduct

in-depth and face-to-face interviews with the relevant stakeholders

The contractor will also review of secondary materials, including but not limited to project document, work plans, progress reports, annual reports, meeting minutes, mission reports, monitoring reports, etc. Finally, the contractor will also draw on the secondary data from the endline studies or evaluations commissioned by either P4P or our country partners:

- In PNG, a quantitative baseline/endline report, and a qualitative endline study and a project evaluation of the intervention were conducted in late 2016 and early 2017.
- In Vietnam, a country evaluation and quantitative baseline/endline study were commissioned by UN Women in 2016, and a qualitative endline study by P4P will be completed by March 2017.
- In Cambodia, quantitative baseline/endline study of the intervention will be completed October 2017
- In Indonesia, quantitative and qualitative baseline and endline studies of the intervention will be completed by November 2017

### 3.5 Evaluation ethics

Evaluations in the UN will be conducted in accordance with the principles outlined in both Norms and Standards for Evaluation in the UN System by the United Nations Evaluation Group (UNEG) and by the UNEG "Ethical Guidelines for Evaluation" and the UNEG Guidelines in "Integrating Human Rights and Gender Equality in Evaluation." These documents will be attached to the contract. Evaluators are required to read the Norms and Standards and the guidelines and ensure a strict adherence to it, including establishing protocols to safeguard confidentiality of information obtained during the evaluation.

## 4) DURATION OF ASSIGNMENT, DUTY STATION AND EVALUATION SCHEDULE

**4.1. Duration:** 12 months from April 2017 to March 2018 with max of 60 days total work to be divided by 2 members of the team.

**4.2 Duty Station:** Home-based with travel to Bangkok (Thailand) and 2 country visits (Phnom Penh and Kampong Cham in Cambodia; Jakarta and Jayapura, Papua in Indonesia)

### 4.3 Evaluation Schedule:

Activities	Number of Working Days
Activity 1 - Inception meeting, desk review and preparation of inception report	5 days
Activity 2 - Data collection: <ul style="list-style-type: none"><li>• Desk reviews of documents (7 days)</li><li>• Field visit to Regional Offices in Thailand (2 days in May)</li><li>• Teleconferences with Vietnam, PNG and Bangladesh (12 days in June)</li><li>• Field visit to Cambodia (5 days in October)</li><li>• Field visit to Indonesia (5 days in October)</li></ul>	31 days
Activity 3 - Data analysis	6 days
Activity 4 - Field visit to Regional Offices in Thailand to debrief on the country trips and present preliminary findings	2 days
Activity 5 - Product first draft of evaluation report and power point presentation	8 days
Activity 6 - Produce second draft of evaluation report and draft evaluation brief	5 days
Activity 7 - Finalize report, finalize evaluation brief, power point presentation	3 days
<b>Total</b>	<b>60 days</b> to be divided between the Evaluation Team leader and Evaluation Specialist

## 5) EXPECTED OUTPUTS AND DELIVERABLES

The Evaluation Team is required to produce the following deliverables, as specifically outlined in the timeframe below:

1. **Evaluation Inception Report (Activity 1)** details the evaluator's understanding of what is being evaluated and why, showing how each evaluation question will be answered by way of proposed methods, proposed sources of data and data collection procedures. The Inception report must propose using mixed methods in data collection and analysis. It should also include an evaluation matrix, proposed schedule of tasks (evaluation framework/matrix), activities and deliverables. It should also contain a description of the country visits.

A power point presentation of the inception report will be made to and discussed at a virtual meeting with an Evaluation Reference Group (ERG) to be established by P4P.

2. **First draft of Evaluation Report (Activity 2-5)** to be shared with P4P, Evaluation Reference Group and other relevant stakeholders for feedback and quality assurance.

An evaluation debriefing meeting in Bangkok with P4P, Evaluation Reference Group and other key stakeholders will be set up in order for the evaluators to present the main findings and gain inputs for the draft evaluation report. The evaluation team is expected to travel to Bangkok right after their country visits to Cambodia and Indonesia.

3. **Second draft of evaluation report (Activity 6)** to be shared with P4P, Evaluation Reference Group and relevant stakeholders for feedback and quality assurance. The second draft will include revisions based upon comments received from the Evaluation Reference Group.

4. **A draft evaluation brief (Activity 7)** will summarize the key evaluation findings and recommendations in plain language that can be widely circulated. It must include human-interest quotes and case studies and photos.

5. **Final Evaluation Report (Activity 7)** will incorporate any final comments and revisions and is expected to cover findings with recommendations, lessons learned, and rating on performance. The report will include the following contents:

- Executive summary
- Table of Content
- List of Acronyms
- Introduction: Description of the programme, evaluation purpose, objectives and scope
- Description of the evaluation methodology, including data collection methods, sampling, ethics, use of UNEG Guidelines on Integrating Gender and Human Rights in Evaluations respondent confidentiality, stakeholder participation in evaluation process, study limitation.
- Findings: Description of the findings, with sub-sections on the interventions in Cambodia and Indonesia, as well as lessons learnt, success stories and good practices, including case studies, analysis of opportunities to provide guidance for the future programming
- Conclusions: Insights, good practices and lessons learnt related to the programme
- Recommendations on the programme, including for sustainability at national and regional levels, supported by evidence and conclusions, developed with the involvement of relevant stakeholders
- Annexes: ToR, field visits, people interviewed, documents reviewed, data collection instruments, etc.

6. **A powerpoint presentation (Activity 7)** of the final report will be made and discussed at a virtual meeting with an Evaluation Reference Group to be established by P4P.

7. **Final Evaluation Brief (Activity 7):** The finalized evaluation brief will include: a concise summary of the key evaluation findings and recommendations in plain language that can be widely circulated. It must include human-interest quotes and case studies and photos.

Deliverables/ Outputs	Percentage payment per deliverable	Review and Approvals Required
Inception Report and power point presentation to the Evaluation Reference Group	20%	P4P Programme Manager
First draft of Evaluation Report	40%	P4P Programme Manager
Second draft of evaluation report and draft evaluation brief	N/A	P4P Programme Manager
Final Evaluation Report, power point presentation to ERG, final Evaluation Brief	40%	P4P Programme Manager

All process should be guided by UNEG's guidance on human rights and gender equality in evaluation: <http://uneval.org/document/detail/1616>

## 6) EVALUATION MANAGEMENT ARRANGEMENT

The Contractor shall work under the overall supervision of the P4P Programme Manager, with support of the P4P Programme Officer for the day-to-day management of the evaluation.

The Evaluation Team Leader shall:

- Lead and conduct the evaluation and responsible for the relevant deliverables
- Communicate with P4P Programme Manager or Team members whenever needed
- Lead field visits and data collection, including liaison with P4P country partners
- Lead data analysis and report writing
- Present preliminary and final results

The Evaluation Specialist shall:

- Conduct the evaluation and be responsible for the relevant deliverables
- Communicate with P4P Programme Manager or Team members whenever needed
- Conduct field visits and data collection, including liaison with P4P country partners
- Conduct data analysis and report writing
- Present preliminary and final results

P4P manages this evaluation, including clearing and approval of the evaluation products. It will also provide the contractor with documents, contact details of relevant stakeholders, and other necessary information to collect data. Our country partners in Cambodia and Indonesia will provide access to locations.

The Evaluation Reference Group (ERG) will provide technical guidance to the contractor. The ERG will consist of: P4P Technical Advisory Group, Representatives of the four P4P agencies from the UN Evaluation Group for the Asia Pacific Region (UNEDAP), UN agencies and partners from the five countries, the donor, and the P4P Manager. They will provide feedback on the evaluation TOR, inception report, validate the findings of the evaluation, provide feedback to the evaluation report and support the uptake of the evaluation findings at the national and regional level.

## 7) QUALIFICATIONS OF SUCCESSFUL SERVICE PROVIDER

7.1 Offerors must demonstrate following capabilities:

- Relevant experience in evaluation of programmes on violence against women and girls and gender preferably in the Asia-Pacific.

- Relevant experience in the evaluation methodology, including surveys, focus group discussions, interviews, translation and transcription of qualitative data, mixed methods
- Past performance conforming to contract requirements and to standards of good workmanship, record of forecasting and controlling costs, adherence to contract schedules.

**7.2 Offerors must propose an Evaluation Team, which consists of at least an Evaluation Team Leader and an Evaluation Specialist with the following qualifications:**

***The Evaluation Team Leader:***

**Education**

- Minimum master's degree in a relevant discipline (e.g. evaluation, public policy, gender studies, social science, population studies, public health, etc.)

**Experience**

- Ten years of experience in programme evaluation, especially in the evaluation of VAWG and gender programmes and proven accomplishments in undertaking evaluation for international organizations, preferably including the UN
- Seven years of solid working experience in the area VAWG and gender programmes, preferably in the Asia-Pacific region
- Experience in conducting at least five evaluations, including as a team leader, in the development field and with international organizations, preferably in the area of VAWG and gender
- Expertise with and experience in working with men and boys programmes (for gender equality) would be an advantage

**Language requirements**

- Excellent written and spoken English and presentational capacities
- Khmer and Bahasa language skills are an asset

**Competencies**

- Ability to work in teams
- Understanding of qualitative and quantitative evaluation methods
- Demonstrates integrity by modelling UN values and ethical standards
- Displays cultural, gender, religion, race, nationality, and age sensitivity and adaptability

**Critical Success Factors**

- Proven ability to function at technical advisory level
- Demonstrated ability to plan and organize work to deliver results
- Ability to work with minimal supervision
- Excellent interpersonal skills; demonstrated ability to work in a multicultural, multi-ethnic environment and to maintain effective work relations with people of different national and cultural backgrounds with sensitivity and respect for diversity

***The Evaluation Specialist:***

**Education**

- Minimum master's degree in a relevant discipline (e.g. evaluation, public policy, gender studies, social science, population studies, public health, etc.)

**Work experience**

- At least seven years of experience in programme evaluation, especially in the evaluation of VAWG and gender programmes and proven accomplishments in undertaking evaluation for international organizations, preferably including the UN
- At least five years of solid working experience in the area VAWG and gender programmes, preferably in the in the Asia-Pacific region
- Experience in conducting at least five evaluations, in the development field and with International

organizations, preferably in the area of VAWG and/or gender

**Language skills**

- Excellent written and spoken English and presentational capacities
- Khmer and Bahasa language skills are an asset

**Competencies**

- Ability to work in teams
- Understanding of qualitative and quantitative evaluation methods
- Demonstrates integrity by modelling UN values and ethical standards
- Displays cultural, gender, religion, race, nationality, and age sensitivity and adaptability

**Critical Success Factors**

- Proven ability to function at technical advisory level
- Demonstrated ability to plan and organize work to deliver results
- Ability to work with minimal supervision
- Excellent interpersonal skills; demonstrated ability to work in a multicultural, multi-ethnic environment and to maintain effective work relations with people of different national and cultural backgrounds with sensitivity and respect for diversity

All evaluators must be independent and objective and, therefore, cannot have any prior involvement in design, implementation, decision-making or financing any of the UN interventions contributing to the P4P outputs.



## PRICE SCHEDULE

## A. Cost breakdown per deliverables

	Deliverables	% of Total Price	Price in USD
1	Inception Report and PowerPoint presentation to the Evaluation Reference Group	20%	11,486
2	First draft of Evaluation Report	40%	22,973
3	Second draft of evaluation report and draft evaluation brief	N/A	-
4	Final Evaluation Report, Powerpoint presentation to ERG, final Evaluation Brief	40%	22,973

## B. Cost breakdown by cost component

Activity	\$ / Unit*	# of Units	Total \$
<b>Personnel</b>			
1. Evaluation Team Leader - Janine Moussa	774.66 / day	35	27,114
2. Evaluation Specialist (regional consultant) - Noraida Endut	189.00 / day	25	4,725
3. Research Associate - Jennifer Zelaya	371.94 / day	20	7,438
4. Policy & Outreach Assistant - Maryam Laly	223.48 / day	10	2,235
<b>Travel Costs to Thailand in June</b>			
1. RT ticket from Washington, DC to Bangkok, Thailand	1764	1	1,764
2. RT ticket from Penang, Malaysia to Bangkok, Thailand	378	1	378
3. Daily Allowance in Bangkok for 2 people	262.08 / person / day	3 days	1,572
<b>Travel Costs to Indonesia in October</b>			
1. OW ticket from Washington, DC to Jakarta, Indonesia	1512	1	1,512
2. OW ticket from Penang, Malaysia to Jakarta, Indonesia	504	1	504
3. Daily Allowance in Jakarta for 2 people	246.96 / person / day	2 days	988
4. RT from Jakarta to Jayapura, Papua	252	2	504
5. Daily Allowance in Papua	161.28 / person / day	3 days	968
6. Travel costs to villages in Papua	56.7 / day	3 days	170
7. Visas to enter country for 2 people	37.80 / person	2	76

**Travel Costs to Cambodia in October**

1. OW ticket from Jakarta, Indonesia to Phnom Penh, Cambodia	504	2	1,008
2. Daily Allowance in Phnom Penh for 2 people	157.50 / person / day	2 days	630
3. RT from Phnom Penh to Kampong Cham province	37.8	1	38
4. Daily Allowance in Kampong Cham for 2 people	46.62 / person / day	3 days	280
5. Travel costs to local communes in Kampong Cham	252	1	252
6. Visa to enter country for 2 people	44.10 / person	2	88

**Travel Costs to Thailand in October**

1. OW ticket from Phnom Penh, Cambodia to Bangkok, Thailand	504	2	1,008
2. Daily Allowance in Bangkok for 2 people	262.08 / person / day	3	1,572
3. OW ticket from Bangkok, Thailand to Penang, Malaysia	189	1	189
4. OW ticket from Bangkok, Thailand to Washington, DC	1512	1	1,512

**Other Travel-Related Costs**

1. Interpretation services in Indonesia and Cambodia	75.60 / day	12	907
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**TOTAL COSTS****57,432**

\* Unit costs are fully loaded, including fringe costs of 25.7% (personnel/GW employees only) and indirect costs of 26%.

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