



PROJECT INFORMATION

Title of the Programme: Tackling the threat of violent extremism and its impact on human securities in East Java - A comprehensive, prevention-focused programme that is people-centred, driven by community stakeholders and reinforced at the national level (Guyub Project)

Alignment with United Nations Sustainable Development Cooperation Framework (UNSDCF) 2021-2025: Output 1.10. (Counter violent extremism - downstream)

Objective 1: Alternative narratives: To stop perceived grievances, marginalisation and distorted beliefs from pushing individuals towards violent extremism:

Output 1.1: Communities in East Java have an even stronger commitment to values that undermine the message of violent

Output 1.2: Youth in East Java are more capable of generating alternative narratives that confront and undermine the messages of violent extremists

Output 1.3: Youth in East Java have a stronger appreciation for the importance and value of peace and tolerance

Output 1.4: Religious leaders and religious institutions in East Java are better able to dissuade individuals from supporting violent extremists

Objective 2: New technologies and the internet: To prevent violent extremists from using new technology, particularly the internet and social media, to radicalise individuals in East Java, particularly young people

Output 2.1: Communities and civil society organisations in East Java have a stronger understanding of the use of the internet to radicalise individuals, as well as enhanced capabilities to prevent it

Output 2.2: An enhanced degree of mutual understanding, cooperation and coordination between community-level institutions, including civil society organisations, and central government institutions on countering the use of new technologies by violent extremist organisations

Objective 3: Social compact: To strengthen the social compact between individuals, the community and the government institutions, including educational institutions and the police, in order to strengthen the protection of individuals from the recruitment efforts of violent extremists

Output 3.1: Law enforcement officials have even stronger abilities to engage with individuals and community-level institutions in East Java in a manner that engenders trust and employs the human security approach

Output 3.2: Law enforcement officials have even stronger abilities to promote and protect human rights and fundamental freedoms while countering terrorism in East Java

Output 3.3: The security-sector has even stronger capacities to apply people-centred, human-rights founded prevention activities against violent extremism leading to terrorism

Output 3.4: Teachers and educational institutions in East Java are better able to prevent and counter violent extremism

Objective 4: Criminal justice: To empower the criminal justice system to proactively prevent violent extremism

Output 4.1: Community based early warning and response systems established in villages in East Java

Output 4.2: An enhanced strategic approach and coordination on the management of violent extremist prisoners in Indonesia.

Output 4.3: : The correctional system has enhanced capabilities to manage violent extremist prisoners, particularly in regards to disengagement, rehabilitation and reintegration.

Output 4.4: : The institutional knowledge of success stories, best practices, challenges and lessons learned within the criminal justice system is enhanced.

Output 4.5: The criminal justice system meets the human security needs of the witnesses of violent extremism and terrorism in East Java

Objective 5: Breaking the cycle: To break the cycle of extremism among vulnerable individuals and groups

Output 5.1: There are even stronger institutions and systems that promote tolerance and discourage violent extremism among the children and relatives of those convicted or accused of terrorism offences, including travel to support terrorist organisations.

Output 5.2 Enhanced human security for the victims of terrorism, including freedom from fear and freedom from any desire to conduct revenge and perpetuate the cycle of violence

Objective 6: Knowledge: To better understand the push and pull factors behind violent extremism in East Java, drawing knowledge to be applied in the region and beyond

Output 6.1 There is less duplication, greater synergy and improved allocation of resources concerning the research undertaken on violent extremism in East Java and Indonesia

Output 6.2: There is more high-quality research conducted on the root causes of violent extremism in East Java and Indonesia, particularly through a human security lens

Output 6.3: Policymakers have a better appreciation for and knowledge of the human security approach and the manner in which it can be usefully employed to prevent and counter violent extremism in Indonesia.

Project dates

Start: 14 October 2019

End date: 14 April 2022

Project Budget : \$1,562,041.44

Implementing Partner(s): Wahid Foundation, AMAN Indonesia, PUSHAM Surabaya, PUSAD Paramadina, PeaceGeneration, The Jakarta Center for Law Enforcement Cooperation (JCLEC)

Project Location: Indonesia, East Java province

Terms of Reference

Position: Evaluation Consultants (International & National)

Closing date: TBD

I. Position Information

Title: "Tackling the threat of violent extremism and its impact on human securities in East Java - (GUYUB)" Project Final Evaluation

Department/Unit:

Reports to:

Duty Station: Jakarta

Expected Places of Travel (if applicable): Jakarta and East Java

Duration of Assignment: 30 working days during a period of three months

Need for presence of IC consultant in office:

partial (the consultant is required to present his/her evaluation plan and findings in the beginning and end of the evaluation exercise at the office)

intermittent (explain)

full time/office based (needs justification from the Requesting Unit)

Provision of Support Services:

Office space: Yes No

Equipment (laptop etc): Yes No

Secretarial Services Yes No

II. Background and Context

The GUYUB project (tackling the threat of violent extremism and its impact on human securities in East Java) project is a joint programme between UNODC (lead coordinating agency), UNDP and UN Women operating under the leadership of the UN Resident Coordinator, with the main focus in East Java Province. The project commenced on 14 October 2019 and subsequently extended to 14 April 2022 through a No-Cost Extension¹ period.

The overall objective of the project is to tackle the root causes of violent extremism in East Java so that it no longer threatens human securities in the region and beyond. By applying a Human Security approach to its implementation, this joint initiative is expected to achieve the following objectives, which align with UNSDCF Output 1.10. (Counter violent extremism - downstream):

¹ An additional no-cost extension has been approved uniquely to carry out the final independent evaluation of the project, which needs to be completed by 31 August 2022. All programmatic activities have been completed by 14 April 2022, the date established through the previous no-cost extension.

1. Alternative narratives: To stop perceived grievances, marginalisation and distorted beliefs from pushing individuals towards violent extremism (UNDP, UNODC, UN Women).
2. New technologies and the internet: To prevent violent extremists from using new technology, particularly the internet and social media, to radicalise individuals in East Java, particularly young people (UNODC).
3. Social compact: To strengthen the social compact between individuals, the community and the government institutions, including educational institutions and the police, in order to strengthen the protection of individuals from the recruitment efforts of violent extremists (UNDP and UNODC).
4. Criminal justice: To empower the criminal justice system to proactively prevent violent extremism (UNODC)
5. Breaking the cycle: To break the cycle of extremism among vulnerable individuals and groups (UNODC, UN Women)
6. Knowledge: To better understand the push and pull factors behind violent extremism in East Java, drawing knowledge to be applied in the region and beyond (UNDP, UN Women)

The independent evaluation is commissioned by UNODC as the lead coordination agency of the Guyub programme and is funded by the United Nations Trust Fund for Human Security. The findings from the evaluation will be used for achieving greater accountability and facilitating improved evidence-based learning for the Community of Practice, donors and practitioners in the field of P/CVE, as well as to inform future project intervention. The joint programme is overseen and managed by a Programme Steering Committee, chaired by the Resident Coordinator of the United Nations in Indonesia. The responsibility of the Programme Steering Committee is to provide Programme Assurance and to give strategic decisions that affect the implementation and future progress of the Programme. The Programme Steering Committee also includes representatives appointed by the Government of Indonesia.

The budget for the project is USD 5,234,597 of which USD 1,562,341 is funded by UNTFHS and the rest is from other sources of funding of UNODC and UNDP. Project Document can be found in the following link: [https://info.undp.org/docs/pdc/Documents/IDN/Guyub%20Prodoc\(Signed\).pdf](https://info.undp.org/docs/pdc/Documents/IDN/Guyub%20Prodoc(Signed).pdf)

As project implementation has been concluded on 14 April 2022, and in accordance with the project's M&E Plan, a final independent evaluation for the project needs to be conducted to measure the results and impacts of the joint project. This evaluation is part of a joint commitment between UNDP, UNODC and UN Women to results-based management. Evaluation results will be used to improve future projects' design and implementation.

III. Evaluation Purpose, Scope, and Objective

The main purpose of the final evaluation is to demonstrate programme accountability to stakeholders on performance under the project document. Therefore, the specific objectives of the evaluation are to:

- Provide an independent assessment of the progress and performance of the project towards

the expected outputs and outcomes set forth in the results framework of the project, incorporating findings from reviews and assessments carried out prior to the final evaluation

- Provide an analysis of how UN has positioned itself within the development community and national partners with a view to adding value to the country's development results,
- Draw key lessons from past and current cooperation and provide a set of clear and forward-looking options leading to strategic and actionable recommendations, and
- Assess UN's comparative advantage in the project areas.

The final evaluation will investigate and assess the relevance, effectiveness, efficiency, sustainability, and impact of the project. It will also cover cross-cutting issues such as gender and human rights and identify lessons learned and best practices, and provide recommendations for further programming. The evaluation will focus on project implementation from the beginning in October 2018 to the completion period in April (Q2 2022).

- **Relevance/Coherence:** evaluate the extent to which the intended outputs of the GUYUB project are consistent with national and local policies and priorities and the needs of intended beneficiaries through the Human Security approach² and how the human security approach brings added value to the project, including new solutions and strategies to address the priority challenges. Also evaluate the extent to which the GUYUB project was able to react to changing and emerging development priorities and needs in a responsive manner.
- **Effectiveness:** evaluate the extent to which the intended results of the GUYUB project have been achieved. This includes an assessment of cause and effect - that is attributing observed changes to project activities and outputs, including the main challenges from a human security point-of-view and significant progress in the promotion of human security as a result of this programme.
- **Efficiency:** evaluate how economically resources or inputs (such as funds, expertise and time) were converted to results. An initiative is efficient when it uses resources appropriately and economically to produce the desired outputs.
- **Sustainability:** evaluate the extent to which benefits of the GUYUB project continue after external development assistance has come to an end. This includes evaluating the extent to which relevant social, economic, political, institutional, and other conditions are present and, based on that assessment, making projections about the national capacity to maintain, manage and ensure the development results in the future, and the multi-agency human security approach been replicated by key stakeholders.
- **Impact:** evaluate changes in human development and people's well-being that are brought about by the project, directly or indirectly, intended or unintended, which include the impact on project beneficiaries, encompassing gender, disability, vulnerable groups, human rights considerations; and evaluate to what extent communications and public/media outreach disseminate programme's achievements to benefit wider audiences at the local, national and global levels.

² Please refer to Human Security Handbook: <https://www.un.org/humansecurity/wp-content/uploads/2017/10/h2.pdf>

The main audience and primary users of the evaluation are donor(s), Community of Practice, practitioners and relevant stakeholders in the field of the Prevention and Countering Violent Extremism (P/CVE).

IV. Evaluation Criteria and Key Guiding Questions

Evaluation questions define the information that the evaluation will generate. Questions are grouped according to the four DAC/OECD evaluation criteria, namely relevance, effectiveness, efficiency, and sustainability.

Relevance/Coherence:

1. To what extent was the project in line with the national development priorities, the CPD outputs, UNPDF/CPD outcomes, UNDP, UNODC and UN Women Strategic Plan and the SDGs? In this regard, how did the human security approach bring added value? And, how did implementing the human security principles lead to new solutions, strategies or ways of working to address the priority challenges of the programme?
2. To what extent were lessons learned from other relevant projects considered in the project's implementation?
3. To what extent the project promote gender equality and women's empowerment, social inclusion and disability considerations , as well as human rights principles?
4. To what extent were perspectives of those who could affect the outcomes, and those who could contribute information or other resources to the attainment of stated results, taken into account during the project design processes?
5. Was the project relevant in addressing the conflict drivers and factors for peace identified in the conflict analysis?
6. Was the project appropriate and strategic to the main peacebuilding goals and challenges in the country at the time of the project design? Did relevance continue throughout implementation?
7. What lessons did the programme produce to support advancing the major global agendas identified as relevant in the proposal?
8. Were there any exceptional cases or stories that demonstrated any of the above?

Effectiveness

1. To what extent did the project contribute to the UNPDF/CPD outcomes and CPD outputs, the SDGs, UNDP, UNODC and UN Women Strategic Plan and national development priorities?
2. To what extent were the project outputs and objectives are achieved and/or not achieved in line with the original activities, outputs and performance indicators?
3. What factors have contributed to it?
4. In which areas does the project have the greatest achievements? Why and what have been the supporting factors?
5. In which areas does the project have the least achievements? What have been the constraining factors and why? How can they or could they be overcome?

6. How would you assess the effectiveness of the management and administrative arrangements employed to implement the programme? Any best practices or lessons learned? If any, what alternative strategies would have been more effective in achieving the project's objectives?
1. Are the project objectives and outputs clear, practical, and feasible within its frame?
2. To what extent have stakeholders been involved in project implementation?
3. To what extent is project management and implementation participatory and is this participation contributing towards achievement of the project objectives?
4. To what extent has the project contributed to gender equality, the empowerment of women and the realization of human rights?
5. Was the project monitoring system adequately capturing data on peacebuilding results at an appropriate outcome level?
6. What were the main challenges from a human security point-of-view during the programme period? What trade-offs were made during implementation? What impact did this have on tangible improvements in people's lives? How could they have been mitigated differently?
7. Has there been any significant progress in the promotion of human security as a result of this programme?
8. To what extent have gender equality and women's empowerment been addressed in the design, implementation and monitoring of the project?
9. Were persons with disabilities consulted and meaningfully involved in project planning and implementation?
10. To what extent the project ensures Human Rights sensitive approach is upheld in all stages of project cycle?
11. How would you assess the effectiveness of the management and administrative arrangements? Did the Programme Steering Committee and Technical Working Group function as originally planned?
12. How effectively did the programme partners collaborate?

Efficiency

1. To what extent was the project management structure and resources as outlined in the Project Document efficient in generating the expected results?
2. To what extent has project implementation strategy and execution been efficient and cost effective?
3. To what extent the project improves human securities of youth, PWD, women and girls and ensure that project intervention is socially inclusive and all encompassing?
4. To what extent have project funds and activities been delivered in a timely manner?
5. To what extent do the monitoring and evaluation systems utilized by the project ensure effective and efficient project management?
6. In as much as the Project mandate was to improve the Human security of target area, to what extent the results achieved have been publicized?
7. How efficient was the overall staffing, planning and coordination within the project (including between fund recipients, implementing partners and stakeholders)?
8. Have project funds and activities been delivered in a timely manner?
9. Were the anticipated outputs generated on time and within the budget, as specified in the workplan and implementation schedule?

Sustainability

1. To what extent will financial and economic resources be available to sustain the benefits achieved by the project following UNTFHS support? What are the financial risks that may jeopardize the sustainability of project outputs?
1. Will the level of stakeholder's ownership be sufficient to allow for the project benefits to be sustained?
2. To what extent the project creates a transformative impact on women, girls, people with disability in PVE?
3. To what extent do stakeholders support the project's long-term objectives?
4. To what extent are lessons learned being documented by the Project Team on a continual basis and shared with appropriate parties who could learn from the project?
5. To what extent do project interventions have well designed and well-planned exit strategies?
6. What could be done to strengthen exit strategies and sustainability
7. To what extent did the project contribute to the broader strategic outcomes identified in nationally-owned strategic plans, legislative agendas and policies?
8. Did the project design include an appropriate sustainability and exit strategy (including promoting national/local ownership, use of national capacity etc.) to support positive changes in peacebuilding after the end of the project?
9. Has this programme and the multi-agency human security approach been replicated elsewhere using other financial resources? Explain why or why not?
10. To what extent was the project financially catalytic?
11. . Describe any significant contributions by donors/s (outside of the UN system) and/or effective strategies employed to secure funding.

Impact

1. How would you rate and describe the overall impact of the programme?
2. What, if any, significant unintended impacts/outcomes (positive or negative) were there beyond the original programme plans?
3. What were the major lessons (positive and negative) learned through the programme?
4. Are there concrete recommendations that could increase the success of future programmes?
5. Please summarize key findings from the internal and external evaluations. Were the target beneficiaries involved in the evaluation, and if so how?
6. To what extent were the programme's achievements disseminated to benefit wider audiences at the local, national and global levels?

The consultants will have to develop specific list of questions under the above key questions that will help generate information required. Evaluation questions must be agreed upon by UNODC, UNDP and UN Women.

V. Methodology

In order to answer the key guiding questions, this section explains some evaluation methods suggested by UNDP, UNODC and UN Women. The team of the evaluators, however, will design an evaluation inception report that specifies the methods the evaluation will use to collect the information needed to address its purpose and objectives.

The overall approach and methodology should ensure the most reliable and valid answers to the

evaluation questions and criteria within the limits of resources³. Evaluators are expected to follow a participatory and consultative approach ensuring close engagement with the evaluation managers, implementing partners and direct beneficiaries. The evaluation should also include considerations related to the “*Leave No One Behind (LNOB) Lens*”, particularly in relation to gender, disability, social inclusion and human rights considerations.

The evaluation methodology shall combine qualitative and quantitative evaluation methods and instruments, including (but not limited to):

- **Document review of all relevant documentation**, which would include a review of:
 - Project Documents (Contribution Agreement),
 - Theory of change and results framework with detailed indicators, baselines and targets
 - Donor reports
 - Annual Work Plans
 - Joint work plans
 - Consolidated Quarterly and Annual Reports (applicable to UN implementing agency/ies),
 - Results Oriented Monitoring Report (applicable to UN implementing agency/ies),
 - Highlights of Project Steering Committee Meetings, and
 - Technical/Financial Monitoring Reports amongst other documents.
- **Semi-structured interviews** with key stakeholders including key government counterparts, donor community members, representatives of key civil society organizations, UNCT members, and implementing partners;
 - **Development of evaluation questions** developed around relevance, effectiveness, efficiency and sustainability and designed for different stakeholders to be interviewed.
 - Key informant and focus group discussions with men and women, beneficiaries and stakeholders.
 - All interviews should be undertaken in full confidence and anonymity. The final evaluation report should not assign specific comments to individuals.
- **Surveys and questionnaires** (to be distributed both online and in-person) for beneficiaries, implementing partners, UNCT members, and other stakeholders at strategic and programmatic levels;
- **Field visits** (as feasible and appropriate) or online consultations to assess key tangible outputs and interventions.
- **Other methods** such as outcome mapping, observational visits, group discussions etc.

Certain constraints have been identified that may have implications on methodological approach and data collection process during the evaluation. These include:

- The complex nature of the project and time constraints, including the impact of COVID-19 for data collection, the selection of stakeholders, and the fact that results will be based on

³ for more details see:

- UNTFHS evaluation guidelines: https://www.un.org/humansecurity/wp-content/uploads/2021/04/FINAL-UNTFHS-Guidelines-9th-Edition_2020-Annex-Revision-modified.pdf
- UNDP Evaluation Guidelines 2021: http://web.undp.org/evaluation/guideline/documents/PDF/UNDP_Evaluation_Guidelines.pdf
- UNODC Handbook on Results-based Management and the 2030 Agenda for Sustainable Development: https://www.unodc.org/documents/SDGs/UNODC_Handbook_on_Results_Based_Management.pdf

interpreting the responses obtained from the selection concerned. The evaluation team shall seek to ensure a sufficient level of representation of the diversity of stakeholders and implementation areas concerned;

- The potential unavailability of key government officials and other stakeholders during data collection; and
- The lack of robust population-based indicators linked to the conduct and availability of large-scale surveys and data systems in the country.

The evaluation team will assess the limitations and conclude with a clear description of mitigating measures such as triangulation and validation in the design report.

The final methodological approach including interview scheduling, field visits and data to be used in the evaluation should be clearly outlined in the inception report of the evaluation and be fully discussed and agreed upon between GUYUB Project Management Unit (PMU), stakeholders and the evaluators.

VI. Evaluation Products (Deliverables)

At a minimum, the evaluators are accountable for the following products:

- **Evaluation inception report (10-15 pages):** An inception report should be prepared by the evaluators before going into the full-fledged data collection exercise. Based on the detailed Terms of Reference to be circulated with the evaluators upon their selection, initial meetings with the GUYUB PMU (UNDP, UN Women and UNODC) and the UNDP QARE Unit, and the desk review of relevant documents, the evaluators should develop the inception report. The inception report will be reviewed by implementing agencies (with the contribution of other UN entities, as appropriate) and approved by UNODC as the lead agency/commissioner. The evaluator cannot start the data collection process prior to UNODC's approval of the inception report. The report should include, at a minimum:
 - The scope of Evaluation: A clear statement of the objectives of the evaluation and the main aspects or elements of the initiative to be examined, along with evaluation criteria and key evaluation questions.
 - The evaluation methodology: Including clear outlines interviews, focus group discussions, survey questionnaires, and an evaluation timeline with specific deadlines for each deliverable. The inception report should also clearly explain the sampling methodology and sample size (should a quantitative survey be used as a method), and a clear and logical explanation of the number of focus group discussions and key informant interviews planned in each location.
 - An evaluation matrix: To identify the key evaluation questions and how they will be answered by the methods selected.

- **Evaluation debriefings:** During the evaluation, UNODC may ask for a preliminary debriefing and findings.
- **Draft Evaluation report (40 to 60 pages including executive summary):** The GUYUB PMU will review the draft evaluation report, with the support of other entities as relevant and appropriate, to ensure that the draft evaluation report addressed the content required (as agreed in the terms of reference of the evaluation and the inception report) meets the required quality criteria, as outlined in Evaluation Guidelines listed above. The evaluator will likely be asked to present the draft to GUYUB PMU, UNDP QARE unit and the Project Steering Committee. A review process, facilitated by UNODC, will allow the GUYUB PMU and partners to provide input towards the report. Evaluator must address the input from the GUYUB PMU and partners, otherwise provide a rational counter-argument as to why it cannot be addressed. The review and feedback on the report could several rounds of comments depending on the quality of the report submitted by the consultants and the extent to which the comments and suggestions from the first round of review have been incorporated.
- **Evaluation report audit trail:** Comments and changes by the evaluator in response to the draft report should be retained by the evaluator to show how they have addressed comments.
- **Final evaluation report (40 to 60 pages including executive summary):** The report should be written strictly in English and shall align with evaluation guidelines from the implementing agencies and the UN Trust Fund for Human Security ⁴. The consultant is responsible for English editing of the final report, which should be well formatted. The report will be credited to the evaluators and will be accessible to public through public domain.
- **Presentations to stakeholders:** The evaluation team is required to present the results of the evaluation to the commissioner and representatives of stakeholders, including Project Steering Committee members. This presentation may take place after the first draft of the evaluation report is received- or after all final evaluation processes has been completed. To support the presentation, the evaluation team needs to prepare a 15 minutes-long presentation document (in PowerPoint or other similar formats) which highlights the evaluation background, scope, methodology, findings, and recommendations in a visually appealing way. The document must be both in English and Bahasa Indonesia.

Review/approval time required to review/approve the outputs prior to authorizing payments:

No	Deliverables	Payment	Due date
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⁴ See footnote 3 above. Additionally, all handwritten and electronic transcripts of interviews and focus group discussions, hard copies of the survey questionnaires, any logistics facilitated by the GUYUB PMU for the purpose of the evaluation and photographs taken during the evaluation should be submitted to UNODC. Further to this, all information generated during the inception report will be the sole property of the GUYUB PMU and is subject to submission to UNODC along with the final report (or the termination of contract).

1.	Inception report – as stated in Section VII and Evaluation work plan (Schedule of key milestones, deliverables and responsibilities.)	20%	Day 6
2.	Draft evaluation report and presentation of draft report	40%	Day 21
3.	Final evaluation report	40%	Day 30
	Total Working Days	30 days over a period of 70 calendar days.	

Submit the expected written outputs above in printed and soft versions; MS Word (.doc) format including power point presentation when necessary.

VII. Evaluation Team Composition and Required Competencies

The evaluator team will consist of two consultants: one international and one national. Roles and responsibilities and qualification of the team are as follow:

a. International consultant

Role and responsibilities:

The international consultant will act as the team leader. He/she will take lead in all aspects of the evaluation and be responsible for timely submission of all deliverables. Accordingly, the team leader is responsible of the following tasks:

- Forming and managing the team;
- Being the main point of contact to UNODC throughout the evaluation processes;
- Identifying and define evaluation priority areas, methodology and indicators;
- Designing and overseeing data collection;
- Analyzing data and findings;
- Submitting the final report;
- Make a brief presentation of findings and recommendations to GUYUB PMU and partners, including donors.

Expertise and qualification:

1. At least master's degree in law, public policy, international development or relevant fields;
2. At least 15 years extensive international experience in the field of international development, in at least in three countries. Prior experience in Indonesia is important added advantage;
3. At least 10 years experience in conducting evaluations in the field of development;
4. Knowledge and understanding of international and country-level implementation of judicial sector policies;
5. Experience with UN agencies (UNDP, UNODC and UN Women) mandate, policy, procedures, and programme management;
6. Excellent written and verbal communication skills in English. Fluency in spoken and reading Bahasa Indonesia is added advantage; and
7. Knowledge and experience in issues related gender approaches to and community/youth engagement in P/CVE is an advantage.

b. National consultant

Role and responsibilities:

The national consultant will assist the international consultant in conducting all aspects of evaluation. In particular, he/she will assist in data collection, provide translation services if needed, and support in analysis, report writing and presentation.

Expertise and qualification:

1. Master's degree or equivalent in law;
2. At least 10 years extensive experience in international development, humanitarian sectors;
3. At least 5 years experience in evaluation projects in the field of development policies;
4. Knowledge and understanding of country-level implementation of judicial sector policies;
5. Extensive experience with UN agencies or other international organizations;
6. Fluent in Bahasa, with working proficiency in English; and
7. Excellent written and verbal communication skills.

VIII. Evaluation Ethics

This evaluation will be conducted in accordance with the principles outlined in the UNEG 'Ethical Guidelines for Evaluation': <http://www.unevaluation.org/document/detail/2866>

The consultant must safeguard the rights and confidentiality of information providers, interviewees, and stakeholders through measures to ensure compliance with legal and other relevant codes governing collection of data and reporting on data. The consultant must also ensure security of collected information before and after the evaluation and protocols to ensure anonymity and confidentiality of sources of information where that is expected. The information knowledge and data gathered in the evaluation process must also be solely used for the evaluation and not for other uses with the express authorization of UNDP, UNODC and UN Women and partners.

While evaluating this project, evaluators also need to critically consider some of the following aspects

Consent: Evaluators should respect the dignity and diversity of evaluation participants. Further, prospective evaluation participants should be treated as autonomous, be given the time and information to decide whether or not they wish to participate, and be able to make an independent decision without any pressure. Hence, whenever possible, respondents in interviews, focus groups, surveys and observations should give informed consent prior to data gathering.

Confidentiality of research data: All personal information about participants in programs is very sensitive, but this may be particularly the case for interventions attempting to counter violent extremism. This means that the identity of participants must remain confidential and that care should also be taken that participants cannot be indirectly identified. Moreover, in some evaluations, evaluators might want to ask for sensitive information from participants in P/ CVE interventions, for example about their political or religious views. Hence data that respondents have provided should be kept confidential and stored securely.

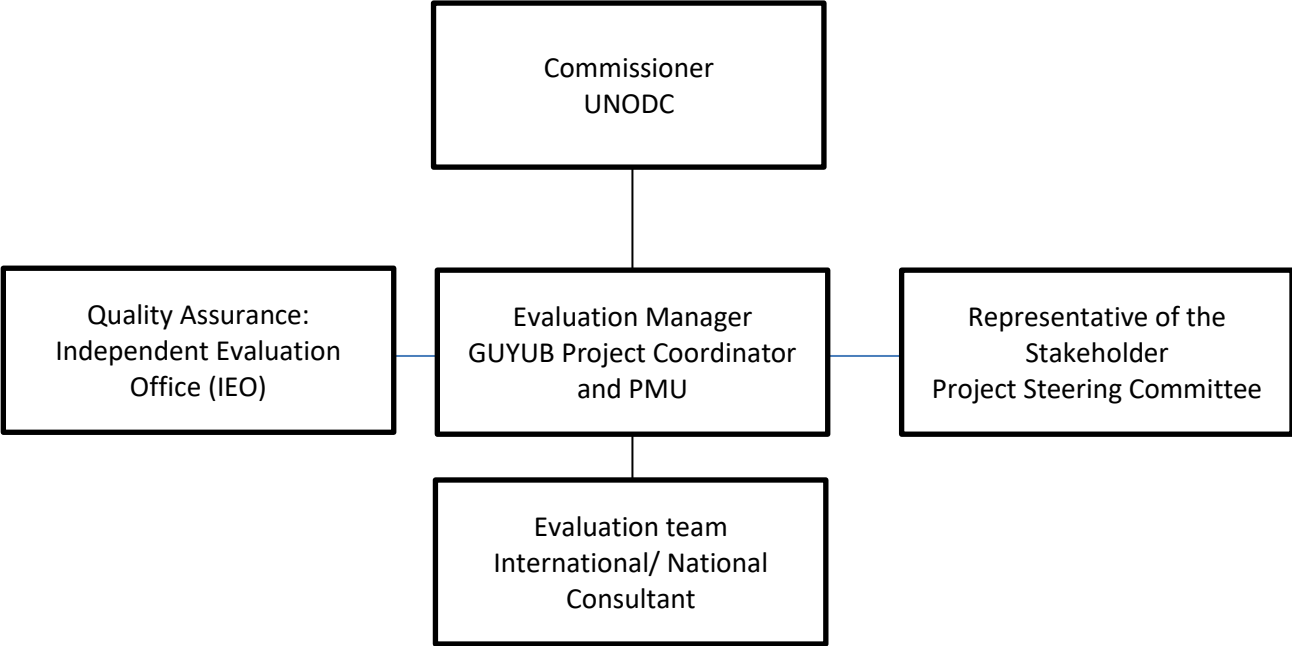
XI. Implementation Arrangements

The consultant will compose an evaluation team under his/her supervision. The roles of evaluation team and its relations vis-à-vis other evaluation stakeholders are described in the table below and in the management structure.

Person or Organization	Roles and Responsibilities
Evaluation Commissioner (UNODC)	<ul style="list-style-type: none"> • Determine which output will be evaluated and when • Provide clear advice to the evaluation manager at the onset on how the findings will be used • Respond to the evaluation by preparing a management response and use of findings as appropriate • Take responsibility for learning across evaluation on various content areas and about evaluations • Safeguard the independence of the exercise • Allocate adequate funding and human resources
Quality Assurance (Independent Evaluation Office and Project Steering Committee):	<ul style="list-style-type: none"> • Review documents as required and provide advice on the quality of the evaluation and recommendation for improvement through the Evaluation Resource Center and review/ approval from the Project Steering Committee for quality assurance of the evaluation and formal project closure <p>(erc.undp.org) site.</p>
Evaluation Manager (GUYUB Project Coordinator)	<ul style="list-style-type: none"> • Lead the development of the evaluation TOR • Manage the selection and recruitment of the external evaluators • Manage the contractual arrangements, the budget, and the personnel involved in the evaluation
GUYUB PMU	<ul style="list-style-type: none"> • Provide executive and coordination support to the reference group • Provide the evaluators with administrative support and required data • Liaise and respond to the commissioners • Connect the evaluation team with the wider programme unit, senior management and key evaluations stakeholders, and ensure a fully inclusive and transparent approach to the evaluation • Review the inception report and the draft evaluation report; ensure the final draft meet quality standard
Representatives of the Stakeholder: Project Board members	<ul style="list-style-type: none"> • Oversee progress and conduct of the evaluation • Review the draft evaluation report and ensure final draft meets quality standards
Evaluation Team	<ul style="list-style-type: none"> • Fulfil the contractual arrangements as stipulated in the TOR, in line with the United Nations Evaluation Group (UNEG) norms and standards and ethical guidelines; this includes developing an evaluation matrix as part of the inception report, drafting reports, briefing the commissioner and stakeholders on the progress and key findings and recommendations as needed.

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Figure 1: Proposed management structure for GUYUB project evaluation



X. Time frame for the evaluation process

Activity	Days	Date of completion	Place	Responsible party
Inception Report				
Development of Inception Report	5 days	Within 2 weeks of contract signing 10 March 2022	Home Based	Evaluation Team
Comments and approval of Inception Report	-	Within 5 days of submission of the Inception report 15 March 2022	Via email	The RCO, PSC, GUYUB Project Coordinator
Data Collection Mission				
Meeting briefing with UNODC	-	20 March 2022	UNODC	The RCO GUYUB Project Coordinator
Consultations and field visits	10 days	20 March 2022 to 30 March 2022	In Country with field visits	GUYUB Project Coordinator ; GUYUB PMU will assist in arranging field visits
Debriefing to UNODC and Project Steering Committee	1 day	31 March 2022	In Country	Evaluation Team
Evaluation Report Writing & Consultation				
Preparation of draft evaluation report	5 days	Within 3 weeks of the completion of the Field Mission Up to 20 April 2022	Home Based	Evaluation team
Draft Report Submission	-	21 April 2022		Evaluation team
2 nd visit to present Draft Final Report and consolidate comments to the Draft Final Report	6 days	26 April to 27 April 2022	In Country	GUYUB Project Coordinator ; GUYUB PMU will assist in arrangement
Finalization of the evaluation report	3 days	Within 1 weeks of submission of comments 3 May 2022	Home Based	Evaluation Team
Submission of the final evaluation report to UNODC	-	5 May 2022	Home Based	Evaluation team
Estimated Total days for the evaluation	30			

XI. Application submission process and criteria for selection

Interested Candidates must submit the following documents as part of their application:

- Evaluation proposal of a maximum 6 pages, including the evaluation methods and methodology to be adopted/applied.
- Detailed budget estimates and price quote.
- Curriculum Vitae of evaluators with clear description of work history that demonstrate the abovecompetence and qualifications.
- Writing samples of Evaluation Reports previously conducted.