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Terms of Reference (TOR)

Joint final independent evaluation of Empowering Youth as Agents for Peace and Social Cohesion

Country: Solomon Islands
Job Title: International Consultant –External Evaluation of the Empowering Youth as Agents for Peace and Social Cohesion in Solomon Islands (EYAPSCSI).
Reports to: Project Manager for EYAPSCSI
Application Deadline:
Type of Contract: Individual
Contract Duty Station: Honiara
Language required:
Expected Duration: – 11 June 2021 – 31 July 2021 comprising 31 **Working days** all home based.

A. BACKGROUND

In support of the National Youth Policy launched in 2018, UNDP and ILO have jointly developed a project that will empower marginalized young Solomon Islanders, particularly young women, both to engage in decision-making and as pro-active social entrepreneurs to address local sources of grievances. The project aims to work with young Solomon Islanders in Weather Coast, North Malaita, Shortland border communities and 2 settlements in Honiara.

The project is funded by the UN Secretary-General’s Peacebuilding Fund (PBF) which is the UN’s financial instrument of first resort to sustain peace in countries or situations at risk or affected by violent conflict. The PBF has invested in Solomon Islands since the aftermath of the conflict in 2003 and contributed through UN entities, government, and civil society organizations to build a durable peace in the country.

The implementing partners of the project are UNDP; ILO; Ministry of Traditional Governance, Peace, and Ecclesiastical Affairs (MTGPEA); Ministry of Women, Youth, Children, and Family Affairs (MWYCFA); Solomon Islands Chamber of Commerce and Industry/Young Entrepreneurs’ Council; Solomon Islands Women in Business Association; and World Vision.

Working with youth has always been a focus of the UN’s peacebuilding work in the country. UNDP has worked closely with the Ministry of Women, Youth, Children and Family Affairs to facilitate the country’s first ever Youth Dialogue, as well as the development of the National Youth Policy. This has involved thorough analysis of the challenges and constraints facing youth, and detailed consultations with young people from across the Solomon Islands, summarized in the 2018 Solomon Islands Youth Status Report, supported by the former peacebuilding project of UNDP/UN Women.

The project aimed to build consensus and facilitate initiatives to address key peacebuilding challenges such as on reparations/reconciliation; land disputes; governance and social cohesion, in an inclusive manner, and empowering young women and men to become agents of change and peace in their communities. It also contributed in establishing and institutionalizing structures at the provincial level to help address the key peacebuilding challenges.

To ensure compliance with the guidelines of the recently launched UNDP Evaluation Guidelines¹, the evaluation will be conducted by engaging an Independent consultant (an International).

Below is a table of stakeholders of EYAPSCSI Project highlighting beneficiaries, implementing partners and geographical focus areas.

Direct project implementing organizations	UNDP ILO
Implementing partners, Governmental and non-Governmental:	Ministry of Women, Youth, Children and Family Affairs (MWYCFA) Ministry of Traditional Governance, Peace, and Ecclesiastical Affairs (MTGPEA) Prime Minister’s Office (PMO) Solomon Islands Chamber of Commerce and Industry/Young Entrepreneurs’ Council Solomon Islands Women in Business Association World Vision Solomon Islands
Target Beneficiaries	<ul style="list-style-type: none"> • Youth (16-24 yrs including females) • Communities on the Weather Coast of Guadalcanal, North Malaita, Honiara Township and Western Province (especially women’s groups) • Community leaders (including women)
Target Location	<ul style="list-style-type: none"> • Honiara, Guadalcanal North Coast, North Malaita and Western Province border region.

Table 1: Brief information about the PBF (Phase-II) project

The project has commenced on 04 December 2018 with a original end date of 31 December, but due to the operational needs caused by global pandemic was extended until 30 June 2021. The total approved project budget was \$1,918,483, with \$1,798,483 funded by PBF and \$120,000 funded by the UNDP, while the budget allocation was as follows UNDP: \$ 1,601,228 and ILO: \$317,255.

Key Results of the project:

Project Vision Statement

The project aimed to empower marginalized young Solomon Islanders, particularly young women, both to engage in decision-making and as pro-active social entrepreneurs to address local sources of grievances. It was also designed to bring the peacebuilding efforts in a new direction, and into new

¹ <http://web.undp.org/evaluation/guidance.shtml#handbook>

locations that have traditionally been beyond the reach of development efforts and government services to help nurture a new generation of effective peace advocates and nation builders.

Project outcomes:

Outcome 1: Outcome 1: Young people’s, particularly young women’s, voices in decision making processes related to issues identified in the Peacebuilding Perceptions Survey strengthened in Honiara, North Malaita, the Weather Coast of Guadalcanal, and border communities in the West.

ProDoc Output	Indicator
Marginalized young men and women capacitated to engage in decision-making processes and structures at the provincial and community level.	Output Indicator 1.1.1 Output Indicator 1.1.2
Youth caucuses established in the hot spot areas of Weather Coast, North Malaita, Bougainville Border Communities, and settlements in and around Honiara as inclusive forums for youth views to be collected and amplified	Output Indicator 1.2.1 Output Indicator 1.2.2

Outcome 2: Communities in the hotspot areas are more resilient to conflict with more socially, economically and politically empowered youth, with special attention to young women, engaging as peacebuilders.

ProDoc Output	Indicator
Marginalized young women and men capacitated to coherently plan, implement and sustain community projects using the tools of social entrepreneurship.	Output Indicator 2.1.1 Output Indicator 2.1.2 Output Indicator 2.1.3
Community projects of marginalized youth groups prioritized and support mechanisms established.	Output Indicator 2.2.1 Output Indicator 2.2.2
Community projects of marginalized youth groups implemented, monitored and celebrated.	Output Indicator 2.3.1

B. Scope and Objectives

Purpose and Objectives of Evaluation

The evaluation presents an excellent opportunity to assess EYAPSCSI’s achievements in an inclusive way and its overall added value to peacebuilding in Solomon Islands in the areas of security, peacebuilding and social cohesion. The evaluation will not only help to better understand EYAPSCSI project has progressed against its intended results, but will help inform future potential contributions of the UN Peacebuilding Fund to Solomon Islands.

The objectives of the evaluation are to:

- Assess the relevance and appropriateness of the project in terms of: addressing the most relevant peacebuilding issues, alignment with National Peacebuilding Policy and the National Youth Policy, addressing the relevant needs of the project beneficiaries, and also in terms of enabling the UN's added value in supporting sustaining peace priorities in Solomon Islands, including addressing cross-cutting issues such as gender and Human Rights in Solomon Islands;
- Assess the effectiveness of the project's achievement against its intended results and outputs as well as to what EYAPSCSI project has made a concrete contribution in terms of building and consolidating peace in Solomon Islands and to the SDGs, in particular SDG 16 & 5 and provide clear supporting evidence;
- Review the project efficiency, including its implementation strategy, institutional arrangements as well as its management and operational systems and value for money;
- Assess whether the support provided by the EYAPSCSI Project has promoted the Youth, Peace and Security (YPS) agenda allowed a specific focus on youth's access to decision making processes, and whether all the peacebuilding interventions supported by the PBF factored in gender equality;
- Document good practices, innovations and lesson learnt. Provide concrete and actionable recommendations for future programming.

Scope of Evaluation

The evaluation scope will cover the whole project period from the start until the end June 2021. It will cover all geographical coverage that the project has its operation i.e. Weather Coast, North Malaita, Shortland border communities and 2 settlements in Honiara.

Gender dimension should be considered as a cross-cutting concern throughout the methodology, deliverables and final report of the evaluation. In terms of this evaluation, this implies involving both men and women in the consultation, evaluation analysis and evaluation team. Moreover, the evaluators should review data and information that is disaggregated by sex and assess the relevance and effectiveness of gender-related strategies and outcomes to improve the lives of women and men. All this information should be accurately included in the inception report and evaluation report.

Client of the evaluation - the primary user of the evaluation is the UNDP Office in Honiara and ILO Country office- Suva. Government of Solomon Islands, and UNDP and ILO Regional Office and HQ will also benefit from the lessons learnt.

Evaluation Criteria and Questions

The evaluation will consider the overall performance of the EYAPSCSI Project's support considering the project's result framework and other strategic priorities spelled out in project document. The broad questions to be answered are based on the OECD DAC evaluation criteria and the UN Evaluation Group standards (including those on gender mainstreaming), which have been adapted to the context at hand as follows (the evaluator does not need to respond to each question individually, but can group them as appropriate to avoid repetition):

Relevance & Appropriateness:

- Was the project relevant, appropriate and strategic to the main peacebuilding goals and challenges in the country at the time of the EYAPSCSI Project's implementation?
- Was the project relevant to UN's Peacebuilding mandate and UN SDGs, in particular SDG 16 & 5?

- To what extent are the interventions relevant to the needs and priorities of the target groups/beneficiaries? And whether the extent to which it has responded to the need of beneficiaries vis-à-vis the COVID19 pandemic.
- To what extent are the interventions relevant to respond to the need of beneficiaries vis-a-avis the COVID19 pandemic
- What was the relevance of the proposed 'theory of change' for the EYAPSCSI Project?
- To what extent did the EYAPSCSI project respond to peacebuilding gaps?

Coherence

- The extent to which other interventions support or undermined the EYAPSCSI's project, and vice versa. What is the level of compatibility of interlinkages between the project interventions and other interventions carried out UNDP and ILO?
- To what extent the EYAPSCSI project ensured synergies within different programmes of UN agencies and other implementing organizations and donor with the same portfolio?
- Has the project maximize synergies and improve collaboration with new or existing actors? Has there been a duplication of efforts/resources?

Efficiency:

- To what extent did EYAPSCSI project support achieve the results in its proposed timeline?
- How efficient was the overall staffing, planning and coordination within the project (including between the two implementing agencies and with stakeholders? Have project funds and activities been delivered in a timely manner?
- How efficient and successful was the project's implementation approach, including procurement and other activities?
- How efficiently did the project use the project board?
- How well did the project collect and use data to monitor results? How well did it communicate with stakeholders and project beneficiaries on its progress? Did it use data to inform its implementation strategy?
- Overall, did the EYAPSCSI project provide value for money?
- Did the EYAPSCSI Project make attempts and manage to ensure catalytic results, including unblocking important processes through its interventions and bringing in funding and support from other sources to its activities, areas of support and beneficiaries?

Effectiveness:

- To what extent did the EYAPSCSI Project achieve its intended outcomes and outputs (including against the indicators in the results framework) and contribution to strategic vision, including greater inclusion of young women and men in decision-making, peacebuilding and social cohesion?
- To what extend did the EYAPSCSI Project mainstream a gender dimension and support gender-responsive peacebuilding?
- How effective and clear was the EYAPSCSI PBF Project's targeting strategy in terms of geographic and beneficiary targeting?
- How have stakeholders been involved in the programme's design and implementation?
- Did the project's theory of change realise itself as hoped?

Impact/Sustainability/Ownership:

- To what extent did the EYAPSCSI Project contribute to the broader strategic outcomes identified in the country level strategic plans and policies?

- Did the intervention design include an appropriate sustainability and exit strategy (including promoting national/local ownership, use of national capacity etc.) to support positive changes in peacebuilding in Solomon Islands after the end of the project?
- How strong is the commitment of the Government and other stakeholders to sustaining the results of EYAPSCSI support and continuing initiatives, especially women's participation in decision making processes, supported under EYAPSCSI Project?
- How has the project enhanced and contributed to the development of national capacity in order to ensure suitability of efforts and benefits?

Cross-cutting issues

- Social dialogue: To what extent the project has enhance social dialogue among the partners and to what extent social dialogue has contributed to achieving the objectives
- International Labour Standard (ILS): what ILO normative framework (conventions, recommendations, operational guidelines, and agreed policy instruments etc.) formed the basis of this project? The degree to which intervention activities, outputs, and objective consistent with relevant normative instruments?
- Gender equality and non-discrimination: To what extent were the intervention results defined, monitored and achieved (or not), and what was their contribution (or not) towards:
 - i. Gender equality and non-discrimination?
 - ii. Inclusion of people with disabilities

Key lessons learned and recommendations

The evaluation should provide an overview of key lessons and recommendations based on the assessment of the EYAPSCSI Project to United Nations and the Government of Solomon Islands. Lessons and recommendations with best practices should be articulated clearly so that it can be used for any future EYAPSCSI programmes in the country and/or other countries. The lessons and recommendations should speak to following aspects and clearly articulated in evaluation report:

- The main programming factors of success;
- The main programming challenges;
- The main implementation/ administration factors of success;
- The main implementation/ administration challenges;
- The main challenges and ways to address them.

C. Methodology

The evaluation, which will fully comply with the UN Norms and Standards and ethical safeguard, will be summative and will employ a participatory approach whereby discussions with and surveys of key stakeholders provide/ verify the substance of the findings. Proposals submitted by prospective consultants should outline a strong mixed method approach to data collection and analysis, clearly noting how various forms of evidence will be employed vis-à-vis each other to triangulate gathered information.

Reference maybe made to ILO Evaluation policy guidelines for results-based evaluation: Principles, rationale, planning and managing for evaluations, 4th edition.
https://www.ilo.org/eval/Evaluationpolicy/WCMS_571339/lang--en/index.htm

Proposals should be clear on the specific role each of the various methodological approaches plays in helping to address each of the evaluation questions. The methodologies for data collection may include but not necessarily be limited to:

- Rigorous desk review of documentation supplied by country EYAPSCSI team (UNDP & ILO) including: Project documents, evaluation of EYAPSCSI project reports, key intervention reports and policies, minutes of TWGs and Government Peace Building meetings etc.
- Key informant interviews and focus group discussions, as appropriate, with major stakeholders including country EYAPSCSI team (UNDP & ILO), officials from key ministries, representatives of Civil Society Organizations, Community Leaders (females & males) and the youth of the areas as direct beneficiaries.
- Survey of key stakeholders, if relevant.

The evaluator may adapt the methodology, but any changes to it should be agreed between the evaluation manager and the evaluator.

Management Arrangements & Quality Assurance

The evaluation process will be managed by an Evaluation Reference Group, which will comprise of the Resident Coordinator's Office, the PDA, UNDP, ILO, PBSO and a representative from the Solomon Islands Government.

The consultants, who will sign a code of conduct, will prepare an Inception Report to further refine the evaluation questions and detail its methodological approach, including data collection instruments in consultation with the EYAPSCSI technical team. The Inception report must be approved by the country EYAPSCSI technical team (UNDP & ILO) prior to commencement of the data collection in the field. The consultants will be responsible for updating the EYAPSCSI team on the progress of the evaluation on a bi-monthly basis.

Evaluation Deliverables

Inception Evaluation report:

- i. Inception report outlining gender and youth sensitive evaluation design, methodology, proposed sampling strategy, tools, data collection tools/instruments, quality assurance techniques and detailed field plan/workplan. of data validation and a detailed field plan/workplan.
- ii. Develop evaluation tools as per agreed methodology.
- iii. Present the inception phase report to stakeholders including the Evaluation reference Group, EYAPSCSI country team (UNDP & ILO).
- iv. Submission of final inception report.

Data Collection:

- v. Data collection and field visits as per agreed methodology.
- vi. Presentation of preliminary findings.

Reporting:

- vii. Document interviews and FGDs with stakeholders to develop success stories/case studies for highlighting the qualitative results of the project. The areas/themes for case studies/success stories will be approved by country EYAPSCSI team (UNDP & ILO).
- viii. Final presentation of consolidated findings to the country EYAPSCSI team (UNDP & ILO) and other relevant ministries.

- ix. Submit brief progress reports during consultancy period. The reports should detail:
- activities /tasks completed to date
 - any challenges faced
 - any adjustments made in response to challenges
 - any deviations from timeline and explanations for deviations
 - other risks and issues

Documentation:

- x. Fully 'cleaned' dataset, qualitative and quantitative (if relevant).
xi. Provide all filled evaluation study tools/questionnaires in properly managed hard box files.

D. Expected Outputs

Expected Deliverables:

The consultant will deliver the following over a period of one calendar month:

No.	Task	Indicative Start Date	% Payment	No of working days
1	<ul style="list-style-type: none"> • Inception Report: Secondary research/desk review and development of gender-sensitive evaluation methodology & approach and detailed workplan – needs to be approved by the Reference group before starting the field work component • Evaluation tools/questionnaires design and finalization. (Home Based) 	11 June – June 2021	15% (\$3022.50)	6
2	<ul style="list-style-type: none"> • Administration of the Evaluation (data collection in the field) as per agreed sample strategy with UNDP-ILO team and Government counterparts, if required (Home Based) 	20 June 2021	35% (\$7052.50)	10
3	<ul style="list-style-type: none"> • Data entry, cleaning and tabulation • Data analysis and presentation of initial report of findings including case studies/success stories. (Home Based) 	30 June 2021	35% (\$7052.50)	10
4	Submission of final report after incorporation of feedback from the Evaluation Reference Group (Home Based)	25 July 2021	15% (\$3022.50)	5

E. Timeframe

The envisaged timeframe of the consultancy is a total of **31 working days** starting on or about the 11th June 2021, contract date finishing no later than 31 July 2021.

A 5-day working week is envisaged, involving home based.

Intellectual Property Rights

All outputs under the assignment shall be the sole property of UNDP-ILO, EYAPSCSI Project. The consultants shall not exercise any rights on all the outputs and cannot share the same with any outsiders without the prior consent of UNDP-ILO, EYAPSCSI Project.

F. The Consultant Profile

The Consultant must have demonstrated expertise and experience in advanced techniques of conducting evaluation and quantitative & qualitative research. More specifically, the consultants must be an established leader in social research with demonstrated experience in;

- i. Designing qualitative and quantitative research methods and sampling strategies, especially with respect of gender sensitive approach.
- ii. Designing and conducting similar evaluations particularly in peace-building, gender equity promotion and youth empowerment promotion initiatives related projects with national and international organizations.
- iii. Statistical analysis with strong proficiency in data analysis packages such as SPSS, excel, or NVivo.
- iv. Conducting evaluations, social research studies and impact studies, preferably on peace-building, reconciliation, promotion of coexistence and harmony, gender promotion and youth promotion initiatives projects.
- v. Excellent communication and written skills in English.

Competencies

- Good listening skills
- Strong drafting skills
- Ability to discuss sensitive topics at any level, from village to provincial to ministerial stakeholders using various public platforms
- Familiarity with current government policy and strategy in terms of reparations
- Ability to work as part of a multi-sectoral, cross-cultural team
- A sound comprehension of conflict and gender sensitivities
- Excellent communication skills (both written and oral), with fluency in English
- Focuses on impact and results for the client and responds positively to feedback

QUALIFICATIONS

Academic Qualifications:

A Masters in Social Sciences, Law, Public Policy, Political Science, Peace Studies or related field. A combination of a Bachelor's degree with an additional 5 years of relevant work experience may be accepted in lieu of the Masters' degree.

Professional Experience:

- Proven record of conducting similar assessments

- At least 5 years' experience of senior advisory or managerial role in peace building and post conflict resolution activities.
- Experience dealing with UN agencies, non-profits or advocacy campaigns
- Demonstrated ability to work independently and adhere to deadlines

EVALUATION CRITERIA

The award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

- a) Responsive/compliant/acceptable; and
- b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation:

- * Technical Criteria weight; [70%]
- * Financial Criteria weight; [30%]

Only candidates obtaining a minimum of 70% technical score would be considered for the Financial Evaluation.

Technical Evaluation Criteria	Obtainable Score
<ul style="list-style-type: none"> - A Masters' degree in Social Sciences, Law, Public Policy, Political Science, Peace Studies or related field. A combination of a Bachelor's degree with an additional 5 years of relevant work experience may be accepted in lieu of the Masters'. (10) 	10
<ul style="list-style-type: none"> - At least 5 years' experience in a senior advisory or managerial role in peace building and post conflict resolution activities with an international development agency. (10) - International political analytical skills, and evidence of sound understanding in the principles of peace and conflict development analysis. (10) - Proven track record in social policy analysis and development particularly in post conflict environments. (10) - Extensive leadership experience in supporting national experts providing expert advice, guidance and mentoring to produce concept briefing papers. (10) - Familiarity with Peace Building Fund priorities for EYAPSCSI and UN definitions of reparations, with demonstrated DDR management experience in the Pacific. (10) 	50
<ul style="list-style-type: none"> - Evidence of leadership in peace and conflict development analyses, producing concept papers and complex analytical reports. (4) - Proven ability to discuss sensitive topics at any level, from village to provincial to ministerial stakeholders using various public platforms. (2) - Demonstrable familiarity with regional peace and security strategies and policies preferably as they relate to the Solomon Islands. (2) 	10

- Evidence of employing negotiation strategies, building consensus, managing expectations of stakeholders, comprehension of conflict and gender sensitivities. (2)	
Total Obtainable Score:	70

G. Financial Proposal

All Inclusive daily fees of **USD \$650.00 per day for 31** working days totaling to **US\$20,150.00**

(Twenty thousand one hundred and fifty dollars only).

Note: Payments will be based on invoices on achievement of agreed milestones i.e. upon delivery of the services specified in the TOR and certification of acceptance by the ILO/UNDP. The applicant must factor in all possible costs in his/her ***“All Inclusive Lump Sum Fee/Daily Fee”*** financial proposal including his/her consultancy and professional fee, honorarium, communication cost such as telephone/internet usage, printing cost, return travel from home to office, ad-hoc costs, stationery costs, and any other foreseeable costs in this exercise. No costs other than what has been indicated in the financial proposal will be paid or reimbursed to the consultant. The ILO/UNDP will only pay for any unplanned travel outside of this TOR and Duty Station on actual basis and on submission of original bills/invoices and on prior agreement with ILO/UNDP officials. Daily per diems and costs for accommodation/meals/incidental expenses for such travel shall not exceed established local UN DSA rates.

For an Individual Contractor who is of 65 years of age or older, and on an assignment requiring travel, be it for the purpose of arriving at the duty station or as an integral duty required under the TOR, a full medical examination and statement of fitness to work must be provided. Such medical examination costs must be factored in to the financial proposal above. Medical examination is not a requirement for individuals on RLA contracts.

H. Payment for Services

1. International Consultant – External Evaluation of the Peace Building Fund – shall receive progress payments according to the Deliverables table in Section D above

I. I. Focal Pont for ILO

- Surkafa Katafono – ILO Evaluation Manager.