

**TERMS OF REFERENCE**  
**for**  
**Deliverable Based Individual Consultancy Services on**  
**Final Evaluation**  
**within the scope of**  
**“Employment and Skills Development Programme Component I (ESDP I)”**  
Project ID No: 00100355  
Funded by the KfW

## **I. INTRODUCTION**

This Terms of Reference (ToR) specifies the details for the assignment of an Individual Contract for Final evaluation of Component I of the Employment and Skills Development Project implemented by the United Nations Development Programme (hereinafter UNDP) and the Turkish Employment Agency (İŞKUR) Foreign Relations and Projects Department.

The evaluation will focus on the assessment of the activities implemented and whether the activities led to the achievement of the planned results and objectives (in accordance with the Project Document, Donor Agreement and associated modifications made during implementation). As a result of this evaluation, identifying the lessons learned and recommendations from the evaluator/s are expected to improve the quality of the planning, preparation and implementation of subsequent projects in future.

## **II. BACKGROUND INFORMATION**

### **Country Context:**

Turkey hosts over 3,5 million Syrians under Temporary Protection, the largest refugee population in the world and has demonstrated strong national ownership of the response. Syrians under Temporary Protection are mainly located in the Southeast Anatolia region bordering Syria, but as the crisis continued, the population has expanded to other regions as well. The Government of Turkey provides a rights-based legal framework through the Temporary Protection regulation, which offers access to education, health care, employment and social security to Syrians. Turkey passed the legislation on work permits for the individuals under temporary protection in January 2016, which is applicable for the Syrian population, which is also an indication of the significance attached to formal job opportunities for the Syrian community. The Government also prioritizes availability of employment opportunities and services for the Syrians under temporary protection. Relevant needs assessments conducted by the Government and various actors also address the need for a better understanding of the skills of the Syrian Community for better design and implementation of employment services including active labor market services. Therefore, UNDP conducted a study “Absorptive Capacity and Potential of Local Labor Markets” assessing the skills of the Syrians under temporary protection and potential absorptive capacities of the local economy in five provinces (Gaziantep, Kilis, Hatay, Şanlıurfa and Kahramanmaraş). Such active labor market services are within the mandate of Turkish Employment Agency (İŞKUR).

With this approach UNDP Turkey office and İŞKUR developed a project that mainly addresses the design and implementation of active labor market services to increase labor demand through job creation both for Syrians and Host Communities.

### **Project Background:**

KfW and UNDP signed a financing agreement in June 2016 for implementation of the Employment and Skills Development Program. The program originally included three outputs: Output 1-Systems are strengthened for

active labor market policies that target Syrian population implemented by İŞKUR; Output 2-Stronger capacities available in Şanlıurfa, Gaziantep and Hatay for skills building and employment services and Output 3-Job opportunities and income generation activities to absorb highest possible labor absorption developed for the host communities and Syrians under temporary protection. Activities related to Output 1 of the original agreement kicked off in September 2017 in cooperation of UNDP and İŞKUR. In July 2018, an amendment agreement was signed between the parties, including a revised project document for Output I and replacing the last two original outputs with a new one: Output 2: Sustainable job opportunities created for Syrians and Turkish host community members in Ankara, Kayseri and in Konya. With this amendment, the project closure for both outputs (components) were determined as end of June 2020.

During the implementation phase, considering the COVID-19 impact, the project was granted two extensions with revised budgets and new activities designed considering the urgent needs of İŞKUR until 30 June 2022.

#### **Brief Description of the Current Project:**

| <b>Title of the Action</b>                              | <b>Employment and Skills Development Project Component I (ESDP I)</b>  |
|---|--|
| <b>EU contribution</b>                                  | EUR 3,675,000.00   |
| <b>Location(s)</b>                                      | İstanbul, Gaziantep, Şanlıurfa, Hatay, Kilis, Adana, Ankara, İzmir, Konya, Kahramanmaraş, Mardin, Kayseri, Kocaeli, İçel, Osmaniye, Bursa  |
| <b>Duration</b>   | September 2017 – 30 June 2022  |
| <b>Objectives of the Action</b>                         | To strengthen the institutional capacity of İŞKUR and the active labor market services available for the impacted communities including Syrians under temporary protection and host communities facilitate access to the formal labor market.  |
| <b>UNDSC outcome and CPD Output served (2016-2020)</b>  | UNDSC OUTCOME INVOLVING: 1.1 By 2020 legal and policy framework improved, institutional capacities and accountability mechanisms enhanced to enable more competitive, inclusive, innovative environment for sustainable, equitable, job rich growth and development<br>CPD Output 1.1.4. Citizens, with specific focus on vulnerable groups including in less developed regions have increased access to inclusive services and opportunities for employment   |
| <b>UNSDCF outcome and CPD Output served (2021-2025)</b> | COOPERATION FRAMEWORK OUTCOME INVOLVING UNDP #1.3:<br>By 2025, people under Law on Foreigners and International Protection are supported towards self-reliance<br>Output 1.1. Displaced populations are equipped with the knowledge and skills to engage in the socioeconomic life of their host community<br>Output 1.4 Sustainable job opportunities created for displaced populations and host communities<br>COOPERATION FRAMEWORK OUTCOME INVOLVING UNDP #2.1:<br>By 2025, public institutions and private sector contribute to a more inclusive, sustainable and innovative industrial and agricultural development, and equal and decent work opportunities for all, in cooperation with the social partners.<br>Output 2.4: Disadvantaged groups, particularly the rural poor, women and youth, gain access to financial and nonfinancial assets and skill formation to benefit from sustainable livelihoods and job |
| <b>Primary SDGs served</b>                              | SDG 1.4 By 2030, ensure that all men and women, in particular the poor and the vulnerable, have equal rights to economic resources, as well as access to basic services, ownership and control over land and other forms of property, inheritance,   |

|                                    |   |
|------------------------------------|---|
|                                    | <p>natural resources, appropriate new technology and financial services, including microfinance.</p> <p>SDG 4.4 By 2030, substantially increase the number of youth and adults who have relevant skills, including technical and vocational skills, for employment, decent jobs and entrepreneurship.</p> <p>SDG 16.6 Develop effective, accountable and transparent institutions at all levels.</p>  |
| <b>Target group(s)<sup>1</sup></b> | <p>Local Employment Agency (İŞKUR) Offices as well as Employment Agency (headquartered in Ankara)</p> <p>Syrians under temporary protection who benefitted from the counseling services provided by the local İŞKUR offices</p> <p>Host community members who benefitted from the counseling services provided by the local İŞKUR offices</p>   |
| <b>Estimated results</b>           | <ul style="list-style-type: none"> <li>• 16 local Employment Agency (İŞKUR) Offices supported for better and more inclusive delivery of active labour market services and employment services</li> <li>• 11000 of additional Syrians under temporary protection who benefitted from the counseling services provided by the local İŞKUR offices (i.e. counseling, placement, matching etc.) disaggregated for services</li> <li>• 11000 of additional impacted host community members who benefitted from the counseling services provided by the local İŞKUR offices (i.e. counseling, placement, matching etc.) disaggregated for services</li> <li>• 12000 of Syrians under temporary protection registered and screened through local İŞKUR Offices</li> <li>• 12000 of impacted host community members registered and screened through local İŞKUR offices.</li> </ul> |

### **Summary of Project and the Progress:**

Employment and Skills Development Project, which has been implemented with strong collaboration with İŞKUR and UNDP through the financial support from KfW, most of the activities were completed in line with the recent workplan and the current implementation period of the project will be completed until 30 June 2022. In line with the project purposes, following project activities have been carried out during the implementation period to provide better quality labor market services:

### **Assessments and Roadmaps for Capacity Development and Digital Transformation of İŞKUR**

- GAP Assessment Report on Institutional Capacity and Digital Maturity of İŞKUR
- The Roadmaps for Capacity Development and Digital Transformation Roadmaps

### **Future Vision**

- Study visit to Germany to observe German experience

### **Delivery of Training Programmes**

- “Training of Trainers” and “Migration, Communication, Intercultural Dialogue Training” conducted for İŞKUR staff
- Delivery of “Job Search Skills Improvement Programme” to 807 Syrians Under Temporary Protection through Job Club Leaders working in 21 Job Clubs in project provinces

<sup>1</sup> “Target groups” are the groups/entities who will directly benefit from the action at the action purpose level.

### **Design and Implementation of Capacity Development Interventions Including Digital Transformation**

- Installation of Business Process Management (BPM) Software to İŞKUR - ongoing
- Preparation of Data Analytics Strategy for İŞKUR

### **Develop Physical Infrastructure of İŞKUR**

- Supply of Furniture and IT Equipment to İŞKUR Offices in İstanbul, Şanlıurfa, Kilis, Hatay, Gaziantep
- Supply and Installation of Semi-Open Office Separator Systems for İSKUR Offices in İstanbul and Sanliurfa
- Provision of IT equipment support to 9 more provincial directorates (İzmir, Konya, K.Maraş, Mardin, Kayseri, Kocaeli, İçel, Osmaniye, Bursa) which have a large Syrian population in working ages between 19-65 years, according to the official statistics of DGMM - ongoing

### **Develop IT Capacities of İŞKUR Offices**

- Renewal of Software Infrastructure of İŞKUR -

### **Design and Implementation of Pilot Projects in Five Provinces**

- Mobile Service Delivery Vehicle
- Construction of a Prefabricated Office in İŞKUR Hatay Provincial Directorate
- Renovation Works for İŞKUR Altındağ Service Center
- Establishment of a Job Club in Kilis - ongoing
- Delivery of “Job Search Skills Improvement Programme” to Syrians Under Temporary Protection (Under this programme, a presentation used in all İŞKUR Job Clubs were standardies and two manuals; one for Resume (CV) Preparation and one for “Interview Techniques” were developed).

### **Implementation of the Outreach and Visibility Activities**

Delivery of 4000 Job Search Kits to 21 İŞKUR Job Clubs (USB, pencil, notebook, flyers, sanitizer and masks)

Delivery Of 19,000 Sanitizers and Masks to be Distributed in 26 İŞKUR Provincial Directorates and Service Centers in Pilot Provinces.

## **III. SCOPE AND OBJECTIVE OF EVALUATION**

An Individual Contract on Final Project Evaluation for Component I of Employment and Skills Development Programme will be initiated for preparing an independent evaluation that measures the expected results and specific objectives achieved against those stated in the Project Documents and associated modifications and identifying the lessons learned which are relevant to the planning, preparation and implementation phases of a possible subsequent project through the conduct of an evaluation mission.

This final evaluation has the following *specific objectives*:

- To measure to what extent the project has contributed to solve the needs identified in the design phase.
- To measure project’s degree of implementation, efficiency and quality delivered on expected results (outputs) and specific objectives (outcomes), against what was originally planned or officially revised.
- To measure the project contribution to the objectives set in the UNDP Country Program Document (CPD), United Nations Development Cooperation Strategy (UNDCS), National Development Plan of Turkey, SDGs as well as to 2023 Industry and Technology Strategy

- Assess both negative and positive factors that have facilitated or hampered progress in achieving the project outcomes, including external factors/environment, weakness in design, management and resource allocation;
- Assess the extent to which the application of the rights-based approach and gender mainstreaming are integrated within planning and implementation of the project
- To generate substantive evidence-based knowledge by identifying best practices and lessons learned that could be useful to other development interventions at national (scale up) and international level (replicability) and to support the sustainability of the project or some of its components.

#### **IV. KEY EVALUATION QUESTIONS**

In the light of the evaluation parameters, the Evaluation Consultant is expected to analyse data and share its findings, conclusions and recommendations generated by this analysis. As a reference point for the evaluation, the Consultant is provided with indicative evaluation questions below; which are expected to be amended, elaborated and submitted as part of the Methodology Report and shall be included as an annex to the final report described below.

##### **Relevance:**

Under this parameter, the Consultant will analyse the extent to which the objectives of this intervention are consistent with the needs and interest of the people, the needs of the country, national strategies and relevant legislation:

1. To what extent was the ESDP I design relevant in supporting İŞKUR to provide more inclusive services for both Syrian and Turkish job seekers to enable them to access opportunities for employment?
2. To what extent was the design and strategy of the development intervention relevant to national priorities? (including clear linkage to National Development Plan and Employment Agency Strategic Plan)?
3. To what extent was the design and strategy of the ESDP I aligned with UN and UNDP priorities (CPD and UNSDCF)?
4. To what extent was the theory of change applied in the ESDP I relevant to serving the job creation for Syrians Under Temporary Protection?
5. To what extent was this project designed, implemented, monitored and evaluated as rights based and gender sensitive?
6. To what extent does the project create synergy/linkages with other projects and interventions in the country i.e. other projects implemented for increasing the access of Syrians and host communities to active labor market, ongoing UNDP Project activities or strategic plans of İŞKUR?

##### **Effectiveness:**

Under this parameter, the Consultant will analyse to what extent the Project objectives have been achieved or how likely they are to be achieved:

1. To what extent has the project achieved the objectives and targets of the results framework in the Project Document? (The Consultant is expected to provide detailed analysis of: 1) planned activities and outputs and 2) achievement of results.)
2. What are the key factors contributing to project success or underachievement? How might this be improved in the future?
3. Have any good practices, success stories, lessons learned, or transferable examples been identified? Please describe and document them.

4. Compared to 2018, to what extent does İŞKUR now better provide active labor policies for both Syrian and Turkish job seekers and to what extent did the program improved the overall efficiency of İŞKUR services? To what extent are any changes linked to ESDP I interventions?
5. To what extent and in what ways has ownership - or the lack of it - by the implementing partner impacted on the effectiveness of the ESDP I?
6. To what extent has the project contributed to the fulfilment of the objectives of United Nations Development Cooperation Strategy (UNDCS), CPD goals and National Development Plan?
7. To what extent has the project contributed to the well-being and human rights of vulnerable groups, including persons under temporary protection, women and girls in the project provinces? Did the project effectively contribute to leave no one behind agenda?
8. Did Covid-19 measures have a positive or negative effect on the achievement of project results?

#### **Efficiency:**

Under this parameter, the Consultant will analyse to what extent the resources/inputs (funds, time, human resources, etc.) have been turned into results and the results have been delivered with the least costly way possible:

1. To what extent were the ESDP I outputs delivered on time to ensure high quality?
2. To what extent has ESDP I ensured value for money?
3. To what extent was resource mobilization efforts successful? Was funding sufficient for achievement of results? (funding analysis)
4. What was the progress of the project in financial terms, indicating amounts committed and disbursed (total amounts & as percentage of total) by UNDP?
5. To what extent and in what ways has ownership - or the lack of it - by the implementing partner impacted on the efficiency of the ESDP II?
6. To what extent was there any identified synergy between UNDP initiatives/projects that contributed to reducing costs while supporting results?
7. How well did project management work for achievement of results?
8. To what extent did project M&E systems provide management with a stream of data that allowed it to learn and adjust implementation accordingly?
9. What type of (administrative, financial and managerial) obstacles did the project face and to what extent have this affected its efficiency?

#### **Sustainability:**

Under this parameter, the Consultant will analyse to what extent the project's positive actions are likely to continue after the end of the project:

1. To what extent will the ESDP I achievements be sustained? What are the possible systems, structures, staff that will ensure its sustainability? What are the challenges and opportunities?
2. To what extent have development partners committed to providing continuing support? What is the risk that the level of stakeholder ownership will be insufficient to allow for the project outcomes/benefits to be sustained?
3. Are the legal frameworks, policies and governance structures and processes in place for sustaining project benefits?
4. To what extent will the project be replicable or scaled up?
5. To what extent will the benefits and outcomes continue after external donor funding ends? What is the likelihood of financial and economic resources not being available once the donor assistance ends?
6. What can be done to maximize the likelihood of sustainable outcomes?

**Cross-Cutting Issues:**

All the above-mentioned evaluation questions should include an assessment of the extent to which programme design, implementation and monitoring have taken the following cross cutting issues into consideration:

1. To what extent have gender equality and the empowerment of women been addressed in the design, implementation and monitoring of the project?
2. To what extent has the project promoted positive changes in gender equality and the empowerment of women? Were there any unintended effects?
3. Is the gender marker data assigned to this project representative of reality?
4. To what extent has the project contributed to leave no one agenda?
5. To what extent has the project contributed to sustainable livelihoods?
6. To what extent has the project contributed to crisis prevention and recovery issues?

**V. METHODOLOGICAL APPROACH**

The methodology and techniques to be used in the evaluation should be described in detail in the Methodology Report and the Final Evaluation Report, and should contain, at minimum, information on the instruments used for data collection and analysis, whether these be documents, interviews, questionnaires or participatory techniques following high level of research ethics and impartiality.

It is strongly suggested that the evaluation should use a mixed method approach whenever possible – collecting and analyzing both qualitative and quantitative data using multiple sources in order to draw valid and evidence-based findings and conclusions and practical recommendations. The evaluation consultant is expected not only to collect quantitative/qualitative data but also is highly encouraged to review all relevant reports providing quantitative data collected by ESDP II.

However, the evaluation consultant is expected to propose and determine a sound evaluation design and methodology (including detailed methodology to answer each evaluation question) and submit it to UNDP in the Methodology report following a review of all key relevant documents and meeting with UNDP. Final decisions about the specific design and methods for the evaluation will be made through consultation among UNDP, the Evaluation Consultant and key stakeholders about what is appropriate and feasible to meet the evaluation purpose and objectives as well as answer the evaluation questions, given limitations of budget, time and data.

The Consultant is expected to follow a participatory and consultative approach ensuring close engagement with stakeholders. Methods to be used by the evaluation team to collect and analyze the required data shall include but not limited to:

**Desk Review:** This should include a review of inter alia

- Project document
- Result Framework/M&E Framework
- Project Quality Assurance Report
- Annual Work Plans
- Annual Reports
- Highlights of Project Board meetings
- Studies relating to the country context and situation

**Semi-structured interviews** with key stakeholders including UNDP, Government partners, UN colleagues, development partners, beneficiaries so on:

- Development of evaluation questions around relevance, effectiveness, efficiency and sustainability and designed for different stakeholders to be interviewed
- **Key informant interviews** with relevant stakeholders from government agencies, donors, UN Agencies, beneficiaries supported by ESDP I
- All interviews should be undertaken in full confidence and anonymity. (The final evaluation report should not assign specific comments of individuals)
- Analysis of ESDP I's funding, budgets and expenditure generated from Atlas.
- Analysis and interpretation of qualitative and quantitative data available from various credible sources.
- Data review and analysis of monitoring and other data sources and methods

The evaluation team will ensure triangulation of the various data sources Data and evidence will be triangulated with multiple sources to address evaluation questions. The final methodological approach including interview schedule and data to be used in the evaluation should be clearly outlined in the Methodology report and fully discussed and agreed between UNDP, stakeholders and the Evaluation Consultant.

### **Gender and Human Rights-based Approach**

As part of the requirement, evaluation must include an assessment of the extent to which the design, implementation, and results of the project have incorporated gender equality perspective and rights-based approach. The evaluators are requested to review UNEG's Guidance in Integrating Human Rights and Gender Equality in Evaluation during the inception phase.

In addition, the methodology used in the final evaluation, including data collection and analysis methods should be human rights and gender-sensitive to the greatest extent possible, with evaluation data and findings disaggregated by sex, ethnicity, age, etc. Detailed analysis on disaggregated data will be undertaken as part of final evaluation from which findings are consolidated to make recommendations and identify lessons learned for enhanced gender responsive and rights-based approach of the project. These evaluation approach and methodology should consider different types of groups in the ESDP II project intervention – women, youth, minorities, and vulnerable groups.

## **VI. ETHICAL PRINCIPLES AND PREMISES OF THE EVALUATION**

The evaluation of the project is to be carried out according to ethical principles and standards established by the UNEG.

- **Anonymity and confidentiality.** The evaluation must respect the rights of individuals who provide information, ensuring their anonymity and confidentiality.
- **Responsibility.** The report must mention any dispute or difference of opinion that may have arisen between the Evaluation Consultant and Project Team in connection with the findings and/or recommendations. The Evaluation Consultant must corroborate all assertions and disagreements.
- **Integrity.** The Evaluation Consultant will be responsible for highlighting issues not specifically mentioned in the ToR, if this is needed to obtain a more complete analysis of the intervention.
- **Independence.** The Evaluation Consultant should ensure its independence from the intervention under review and must not be associated with its management or any element thereof.
- **Incidents.** If problems arise during the interviews, or at any other stage of the evaluation, they must be reported immediately to UNDP. If this is not done, the existence of such problems may in no case be used to justify the failure to obtain the results stipulated by UNDP in this Terms of Reference.



- **Validation of information.** The Evaluation Consultant will be responsible for ensuring the accuracy of the information collected while preparing the reports and will be ultimately responsible for the information presented in the evaluation report.
- **Intellectual property.** In handling information sources, the Consultant shall respect the intellectual property rights of the institutions and communities that are under review.
- **Delivery of reports/deliverables.** If delivery of the reports/deliverables is delayed, or in the event that the quality of the reports delivered is lower than of the quality desired by UNDP, the Evaluation Consultant will not be entitled for any payment regarding that specific report/deliverable, even person/days for submission of the report/deliverable has been invested.

## VII. GOVERNANCE AND ACCOUNTABILITY

The Consultant shall be responsible to the Evaluation Manager (in this case UNDP's Monitoring and Evaluation Analyst) for the completion of the tasks and duties assigned throughout this Terms of Reference. All the reports are subject to approval from Evaluation Manager, for the payments to be affected to Consultant.

The following are the key actors involved in the implementation of this Final Evaluation:

### 1. Evaluation Manager

This role will be conducted by the **Monitoring and Evaluation Analyst of UNDP** who will have the following functions:

- Supervise the evaluation process throughout the main phases of the evaluation (preparation of the ToR, implementation and management and use of the evaluation)
- Participate in the selection and recruitment of the Individual Consultant
- Provide the Individual Consultant with administrative support and required data and documentation
- Ensure the evaluation deliverables meet the required quality
- Safeguard the independence of the exercise, including the selection of the Individual Consultant
- Review the Methodology Report, Draft Evaluation and Final Evaluation Reports and give necessary approvals on behalf of UNDP
- Collect and consolidate comments on draft evaluation reports and share with the evaluation team for finalization of the evaluation report
- Contribute to the development of management responses and key actions to all recommendations addressed to UNDP
- Ensure evaluation terms of reference, final evaluation reports, management responses are publicly available through Evaluation Resource Center within the specified timeframe
- Facilitate, monitor and report on implementation of management responses on a periodic basis

### 2. Syria Crisis Response and Resilience Portfolio Manager will have the following functions:

- Establish the Evaluation Reference Group with key project partners when needed
- Ensure and safeguard the independence of the evaluation
- Provide comments and clarifications on the Terms of Reference, Draft Methodology Report and Draft Evaluation Reports
- Ensure the Individual Consultant's access to all information, data and documentation relevant to the intervention, as well as to key actors and informants who are expected to participate in interviews, focus groups or other information-gathering methods
- Respond to evaluation recommendations by providing management responses and key actions
- Ensure dissemination of the evaluation report to key stakeholders

- Be responsible for implementation of key actions of the management response

**3.Evaluation Consultant** will be responsible for the overall coordination and quality of the final evaluation report to be produced. It is the Evaluation Consultant who will be held accountable to UNDP in the quality of the final product. The consultant will conduct the evaluation study by fulfilling their contractual duties and responsibilities in line with this ToR, United Nations Evaluation Group (UNEG) norms and standards and ethical guidelines. This includes submission of all deliverables stipulated under Article XII (Terms and Payments) of this ToR, to the satisfaction of UNDP. Individual Consultant's functions do not include any managerial, supervisory and/or representative functions in UNDP, end beneficiaries and implementing partners. All documents and data provided to the Individual Consultant are confidential and cannot be used for any other purpose or shared with a third party without any written approval from UNDP. The scope of work for the Consultant of this evaluation will include but not be limited to:

- To develop and finalize the methodology report that will include elaboration of how each evaluation question will be answered along with proposed methods, proposed sources of data, and data collection and analysis procedures;
- To design the tools and data collection;
- To conduct data collection, analysis and interpretation;
- To develop the draft evaluation report;
- To finalize the evaluation report;
- To present of findings and de-brief
- To plan, execute and report, kickoff and feedback meetings and debriefings;
- To ensure compliance with the Final Evaluation TOR; and
- To utilize best practice evaluation methodologies

**4.Evaluation Reference Group:** İŞKUR, and KfW will function as the evaluation reference group. This group is composed of the representatives of the major stakeholders in the project and will review and provide advice on the quality of the evaluation process, as well as on the evaluation products (more specifically comments and suggestions on the draft report and final report) and options for improvement.

#### VIII. ACTIVITY, DELIVERABLES AND SCHEDULE

The Evaluation Consultant shall develop and submit below listed deliverables, which shall be the basis of the payments to the Consultant

| Deliverable        | Indicative person/days to complete the deliverable* | Related Activity  | Responsible Party | Expected Date of Completion** |
|--------------------|---|---|-------------------|-------------------------------|
| Methodology Report | 6   | Kick off meeting  | UNDP              | 25.05.2022                    |
|                    |   | Review of relevant documentation and submission of draft Methodology Report | Consultant        | 08.06.2022                    |
|                    |   | Providing feedbacks to Draft Methodology Report                             | UNDP              | 15.06.2022                    |

|                                |           |   |                                  |                         |
|--------------------------------|-----------|---|----------------------------------|-------------------------|
|                                |           | <b>Finalized Methodology Report based on the feedback received from UNDP</b>  | Consultant                       | 20.06.2022              |
| <b>Draft Evaluation Report</b> | <b>15</b> | Data collection and interviews with UNDP and key stakeholders   | Consultant                       | 20.06.2022 – 04.07.2022 |
|                                |           | <b>Delivery of Draft Evaluation Report compiling findings from data collection and interviews with key stakeholders</b> | Consultant                       | 22.07.2022              |
| <b>Final Evaluation Report</b> | <b>9</b>  | Review the Draft Evaluation Report and provide feedback   | UNDP, Evaluation Reference Group | 16.08.2022              |
|                                |           | <b>Delivery of the Final Evaluation Report by taking into consideration the feedback from UNDP</b>                      | Consultant                       | 31.08.2022              |

\* The number of person/days are solely provided to give the Consultant an idea on the work to be undertaken. The payments shall be realized in accordance with Section XIII - Price and Schedule of Payments, irrespective of the number of person/days to be invested for the completion of each respective deliverable.

\*\* Dates may be changed according to actual contract start date.

### 1) Methodology Report:

This report will be 30 pages maximum in length and will propose the methods, sources and procedures to be used for carrying out the independent evaluation. The report should justify why the said methods are the most appropriate, given the set of evaluation questions identified in the ToR. It will also include a mission programme which indicates proposed timeline of activities and submission of deliverables. This document will be used as an initial point of agreement and understanding between the Evaluation Consultant and UNDP. In principle, the report is expected to contain the outline stated in **Annex A** of this Terms of Reference.

### 2) Draft Evaluation Report:

The draft evaluation report will contain the same sections as the final report detailed under Annex B. It will also contain an executive summary of no more than 5 pages that includes a brief description of the project, its context and current situation, the purpose of the evaluation, its methodology and its main findings, conclusions and recommendations. UNDP will disseminate the draft evaluation report to the evaluation reference group in order to seek their comments and suggestions. Comments and suggestions of UNDP and Evaluation Reference Group will be collected in an audit trail and will be shared with the Evaluation Consultant for it to make final revisions.

### 3) Final Evaluation Report:

The final evaluation report will also contain an executive summary of no more than 5 pages that includes a brief description of the project, its context and current situation, the purpose of the evaluation, its methodology and its main findings, conclusions and recommendations. The report should contain, at minimum, information on the instruments used for data collection and analysis, whether these be documents, interviews, questionnaires or participatory techniques following high level of research ethics and impartiality. In addition, the Final Evaluation Report should contain clear recommendations that are concrete, feasible and easy to understand. The Final Evaluation Report will be shared with UNDP to be disseminated to the key stakeholders. In principle, this report is expected to contain the sections stated in **Annex B** of this Terms of Reference. The Evaluation Consultant will also submit its answers to the Audit Trail to show the actions taken/not taken and revisions made/not made in line with suggestions and recommendations of UNDP and Evaluation Reference Group providing detailed justifications in each case.

### Reporting Line

The Evaluation Consultant will be responsible to the Evaluation Manager (in this case UNDP's Monitoring and Evaluation Analyst) for the completion of the tasks and duties assigned throughout this Terms of Reference. All the reports are subject to approval from Evaluation Manager, for the payments to be affected to the Individual Consultant.

#### **Reporting Conditions**

The reporting language will be English. All information should be provided in electronic version in word format. The Evaluation Consultant shall be solely liable for the accuracy and reliability of the data provided, along with links to sources of information used.

#### **Title Rights**

The title rights, copyrights and all other rights whatsoever nature in any material produced under the provisions of this ToR will be vested exclusively in UNDP.

### **IX. FACILITIES TO BE PROVIDED BY UNDP**

UNDP Turkey CO won't be providing a facility for the Consultant to work during the contract. UNDP will provide background materials for Consultant's review, reference and use. Neither UNDP nor any of the project partners are required to provide any physical facility for the work of the Consultant. However, depending on the availability of physical facilities (e.g., working space, computer, printer, telephone lines, internet connection, etc.) and at the discretion of UNDP and/or the relevant project partners, such facilities may be provided at the disposal of the Consultant. UNDP and/or the relevant project partners will facilitate meetings between the Consultant and other stakeholders, when needed.

### **X. EXPECTED DURATION OF THE CONTRACT/ASSIGNMENT**

The contract is expected to start on 13 May 2022 (starting date is indicative and may be updated considering actual contract signature date) and expire on 31 August 2022.

### **XI. DUTY STATION**

Duty Station for the Assignment is Home-based. The Consultant will be requested to travel to provinces where the Project has been implemented as indicated in the expected interview schedule table below. All the costs associated with travel, accommodation and any other living costs shall be borne by UNDP. UNDP will arrange economy class roundtrip flight tickets through its contracted Travel Agency.

. The costs of these missions may either be;

- Arranged and covered by UNDP CO from the respective project budget without making any reimbursements to the Consultant, through UNDP's official Travel Agency or,
- Reimbursed to the Consultant upon the submission of the receipts/invoices of the expenses by the Consultants and approval of the UNDP. The reimbursement of each cost item is subject to the following constraints/conditions provided in below table or,
- Covered by the combination of both options.

The following guidance on travel compensation is provided as per UNDP practice:

| Cost item                         | Constraints                     | Conditions of Reimbursement |
|-----------------------------------|---------------------------------|-----------------------------|
| Travel (intercity transportation) | Full-fare economy class tickets |                             |

|  |   |   |
|--|---|---|
| <b>Accommodation</b>   | Up to 50% of the effective DSA rate of UNDP for the respective location | 1- Approval by UNDP of the cost items before the initiation of travel<br>2- Submission of the invoices/receipt, etc. by the Consultant with the UNDP's F-10 Form<br>3- Acceptance and approval by UNDP of the invoices and F-10 Form. |
| <b>Breakfast</b>   | Up to 6% of the effective DSA rate of UNDP for the respective location  |   |
| <b>Lunch</b>   | Up to 12% of the effective DSA rate of UNDP for the respective location |   |
| <b>Dinner</b>  | Up to 12% of the effective DSA rate of UNDP for the location            |   |
| <b>Other Expenses (intra city transportations, transfer cost from /to terminals, etc.)</b> | Up to 20% of effective DSA rate of UNDP for the respective location     |   |

As per UNDSS rules, the IC is responsible for completing necessary online security trainings and submitting certificates and travel clearance prior to assignment-related travels.

However, as the COVID-19 pandemic is quickly evolving, field visits defined under Expected Interview Schedule might not be possible and interviews might be held virtually through telecommuting and online conferencing tools, or any other alternative method to protect the safety of consultant, key actors and informants whilst ensuring the successful conduct of evaluation mission. "Interviews" referred in this Terms of Reference comprises such telecommuting and online conferencing tools as well. All travel arrangements shall be subject to pre-approval of the UNDP.

#### Expected Interview Schedule

| Partners/ Stakeholder(s) to be Interviewed | Location <sup>2</sup> | Estimated Day(s)* |
|--|-----------------------|-------------------|
| KFW (Kreditanstalt für Wiederaufbau)       | Ankara                | 0,5               |
| Turkish Employment Agency                  | Ankara                | 0,5               |
| Hatay İŞKUR Provincial Directorate         | Hatay                 | 1                 |
| İstanbul İŞKUR Provincial Directorate      | İstanbul              | 1                 |
| Altındağ İŞKUR Service Center              | Ankara                | 0,5               |
| Kilis İŞKUR Provincial Directorate         | Kilis                 | 1                 |
| Beneficiaries of job counselling services  | TBD                   | 2                 |
| <b>ESTIMATED TOTAL</b>                     |                       | <b>6,5</b>        |

#### Covid 19 Specific Measures:

The Consultant shall review all local regulations, as well as that of UN and UNDP concerning the measures, he/she must take during performance of the contract in the context of COVID-19. The Consultant shall take all measures against COVID-19 imposed by local regulations as well as by UN and UNDP during performance of the contract to protect his/her health and social rights, as well as UNDP personnel, Project Stakeholders and third parties. UNDP shall not be held accountable for any Covid-19 related health risks or events that are caused by negligence of the Consultant and/or any other third party.

<sup>2</sup> Location refers to where the stakeholder is located. The evaluator may or may not undertake an in-person interview depending on Covid-19 measures prevalent in the country at the time of the field work. In the case of restrictions, the evaluator has the liberty to carry out the interviews remotely.

## XII. SKILLS REQUIREMENTS OF THE CONSULTANT

The expected qualifications of the Consultant are as follows:

|  | Minimum Qualification Requirements  | Assets   |
|--|---|--|
| <b>General Qualifications</b>  | <ul style="list-style-type: none"> <li>Bachelor's Degree in social sciences, engineering, economics, sociology, urban planning development studies or any other relevant field.</li> <li>Good command of spoken and written English.</li> </ul>   | <ul style="list-style-type: none"> <li>Master's or Ph.D. Degree in relevant areas such as social sciences, engineering, economics, sociology, urban planning development studies or any other relevant field.</li> </ul>   |
| <b>General Professional Experience</b>   | <ul style="list-style-type: none"> <li>Minimum 7 years of overall professional experience in research design, field work, qualitative, quantitative and mixed-method research strategies, including but not limited to focus groups, surveys and interview techniques</li> </ul>  |  |
| <b>Specific Professional Experience</b>  | <ul style="list-style-type: none"> <li>Minimum 5 years of professional international and/or national experience in conducting and managing evaluations, assessments, research or review of development projects, programmes or thematic areas either as team leader or sole evaluator</li> <li>Experience in evaluation of active labor market policies, public sector capacity building, and/or livelihood.</li> <li>Experience in working with Turkish Employment Agency</li> </ul> | <ul style="list-style-type: none"> <li>3-5 evaluations, assessments, research or review of development projects on active labor market policies, public sector capacity building and/or livelihood sector as team leader or sole evaluator.</li> <li>6-9 evaluations, assessments, research or review of development projects on active labor market policies, public sector capacity building and/or land/or livelihood sector as team leader or sole evaluator.</li> <li>Minimum 10 evaluations, assessments, research or review of development projects on active labor market policies, public sector capacity building and/or livelihood sector as team leader or sole evaluator.</li> <li>Experience in the evaluation of large-scale internationally funded projects in a refugee context.</li> <li>Authorship of article(s) / research paper(s) on programme/project evaluation (techniques, approaches etc) or/ active labor market policies, public sector capacity building and/or livelihood.</li> </ul> |
| <b>Notes:</b> <ul style="list-style-type: none"> <li>Internships (paid/unpaid) are not considered professional experience.</li> <li>Obligatory military service is not considered professional experience.</li> <li>Professional experience gained in an international setting is considered international experience.</li> <li>Experience gained prior to completion of undergraduate studies is not considered professional experience.</li> </ul> |   |  |

The consultant should avoid any kind of

- discriminatory behavior including gender discrimination and ensure that human rights and gender equality is prioritized as an ethical principle within all actions;

- activities are designed and implemented in accordance with “Social and Environmental Standards of UNDP”;
- any kind of diversities based on ethnicity, age, sexual orientation, disability, religion, class, gender are respected within all implementations including data production; differentiated needs of women and men are considered;
- inclusive approach is reflected within all actions and implementations, in that sense an enabling and accessible setup in various senses such as disability gender language barrier is created; necessary arrangements to provide gender parity within all committees, meetings, trainings etc. introduced.

UNDP is committed to achieving workforce diversity in terms of sex, race, ethnicity, indigenous identity, disability and culture. Individuals from all sexes, minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with utmost confidentiality.

### **XIII.PRICE AND SCHEDULE OF PAYMENTS**

The Consultant will be hired under an Individual Contract and be paid on the basis of the submission of deliverables detailed in this Terms of Reference upon acceptance and approval of the outputs by the UNDP. If the deliverables are not produced and delivered by the Consultant to the satisfaction of UNDP as approved by the responsible UNDP Evaluation Manager, no payment will be made even if the IC has invested working/days to produce and deliver such deliverables. Payments will be made against submission of the deliverable(s) by the IC and approval of such deliverables and by UNDP on the basis of payment terms indicated in below table:

| <b>Deliverable</b>                | <b>Percentage of Payment</b>            | <b>Condition of Payment</b>  |
|-----------------------------------|---|--|
| <b>1. Methodology Report</b>      | <b>30% of the Total Contract Amount</b> | Upon acceptance and approval of the corresponding deliverable(s) by UNDP |
| <b>2. Draft Evaluation Report</b> |   |  |
| <b>3. Final Evaluation Report</b> | <b>70% of the Total Contract Amount</b> |  |

The amount paid shall be gross and inclusive of all associated costs such as social security, pension and income tax.

Proposals shall be submitted in US\$. In case a Turkish national is awarded the contract, the payment shall be effected in TL through conversion of the US\$ amount by the official UN exchange rate valid on the date of money transfer. Otherwise, the payments shall be effected in US Dollars.

Payments will be made within 30 days upon acceptance and approval of the corresponding deliverable(s) by UNDP and the pertaining Certification of Payment document signed by the IC and approved by the UNDP Evaluation Manager.

**Tax Obligations:** The IC is solely responsible for all taxation or other assessments on any income derived from UNDP. UNDP will not make any withholding from payments for the purposes of income tax. UNDP is exempt from any liabilities regarding taxation and will not reimburse any such taxation to the IC

In case a Turkish national is awarded the contract, the payment shall be effected in TL through conversion of the US\$ amount by the official UN exchange rate valid on the date of money transfer. Otherwise, the payments shall be effected in US Dollars.

### Annex A - Outline of the Methodology Report

1. **Background and context** illustrating the understanding of the project/outcome to be evaluated.
2. **Evaluation objective, purpose and scope.** A clear statement of the objectives of the evaluation and the main aspects or elements of the initiative to be examined.
3. **Evaluation criteria and questions.** The criteria the evaluation will use to assess performance and rationale. The stakeholders to be met and interview questions should be included and agreed as well as a proposed schedule for field site visits.
4. **Evaluability analysis.** Illustrate the evaluability analysis based on formal (clear outputs, indicators, baselines, data) and substantive (identification of problem addressed, theory of change, results framework) and the implication on the proposed methodology.
5. **Cross-cutting issues.** Provide details of how cross-cutting issues will be evaluated, considered and analyzed throughout the evaluation. The description should specify how methods for data collection and analysis will integrate gender considerations, ensure that data collected is disaggregated by sex and other relevant categories, and employ a diverse range of data sources and processes to ensure inclusion of diverse stakeholders, including the most vulnerable where appropriate.
6. **Evaluation approach and methodology,** highlighting the conceptual models adopted with a description of data-collection methods,<sup>3</sup> sources and analytical approaches to be employed, including the rationale for their selection (how they will inform the evaluation) and their limitations; data-collection tools, instruments and protocols; and discussion of reliability and validity for the evaluation and the sampling plan, including the rationale and limitations.
7. **Evaluation matrix.** This identifies the key evaluation questions and how they will be answered via the methods selected.
8. A revised **schedule of key milestones**, deliverables and responsibilities including the evaluation phases (data collection, data analysis and reporting).
9. Detailed **resource requirements** tied to evaluation activities and deliverables detailed in the workplan. Include specific assistance required from UNDP such as providing arrangements for visiting particular field offices or sites
10. **Outline of the draft/final report** as detailed in the guidelines and ensuring quality and usability (outlined below). The agreed report outline should meet the quality goals outlined in these guidelines and also meet the quality assessment requirements outlined in section 6.

### Annex B - Outline of the draft and final reports

1. **Title and opening pages** should provide the following basic information:
  - Name of the evaluation intervention.
  - Time frame of the evaluation and date of the report.
  - Countries of the evaluation intervention.
  - Names and organizations of evaluators.
  - Name of the organization commissioning the evaluation.
  - Acknowledgements.
2. **Project and evaluation information details** to be included in all final versions of evaluation reports on second page (as one page):



| Project information  |       |                  |
|--|-------|------------------|
| Project/outcome title  |       |                  |
| ATLAS ID   |       |                  |
| UNDCS Outcome and CPD Output                                       |       |                  |
| Country  |       |                  |
| Region   |       |                  |
| Date Project document signed                                       |       |                  |
| Project Dates  | Start | Planned End Date |
|  |       |                  |
| Total Committed Budget   |       |                  |
| Project expenditure at the time of evaluation                      |       |                  |
| Funding Source   |       |                  |
| Implementing Party   |       |                  |
| Evaluation Information   |       |                  |
| Evaluation type (project/outcome/thematic/country programme, etc.) |       |                  |
| Final/midterm review/ other  |       |                  |
| Period under evaluation  | Start | End              |
|  |       |                  |
| Evaluators   |       |                  |
| Evaluator e-mail address   |       |                  |
|  | Start | Completion       |

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<sup>3</sup> Annex 2 outlines different data collection methods.

|                  |  |  |
|------------------|--|--|
| Evaluation Dates |  |  |
|------------------|--|--|

3. **Table of contents, including boxes, figures, tables and annexes with page references.**
4. **List of acronyms and abbreviations.**
5. **Executive summary (four-page maximum).** A stand-alone section of two to three pages that should:
  - Briefly describe the intervention of the evaluation (the project(s), programme(s), policies or other intervention) that was evaluated.
  - Explain the purpose and objectives of the evaluation, including the audience for the evaluation and the intended uses.
  - Describe key aspect of the evaluation approach and methods.
  - Summarize principle findings, conclusions and recommendations.
6. **Introduction**
  - Explain why the evaluation was conducted (the purpose), why the intervention is being evaluated now, and why it addressed the questions it did.
  - Identify the primary audience or users of the evaluation, what they wanted to learn from the evaluation and why, and how they are expected to use the evaluation results.
  - Identify the intervention of the evaluation (the project(s) programme(s) policies or other intervention—see upcoming section on intervention).
  - Acquaint the reader with the structure and contents of the report and how the information contained in the report will meet the purposes of the evaluation and satisfy the information needs of the report’s intended users.
7. **Description of the intervention** provides the basis for report users to understand the logic and assess the merits of the evaluation methodology and understand the applicability of the evaluation results. The description needs to provide enough detail for the report user to derive meaning from the evaluation. It should:
  - Describe **what is being evaluated, who seeks to benefit** and the **problem or issue** it seeks to address.
  - Explain the **expected results model or results framework, implementation strategies** and the key **assumptions** underlying the strategy.
  - Link the intervention to **national priorities**, UNDCS priorities, and objectives, corporate multi-year funding frameworks or Strategic Plan goals, or other **programme or country-specific plans and goals**.
  - Identify the **phase** in the implementation of the intervention and any **significant changes** (e.g., plans, strategies, logical frameworks) that have occurred over time, and explain the implications of those changes for the evaluation.
  - Identify and describe the **key partners** involved in the implementation and their roles.
  - Include data and an analysis of **specific social groups** affected. Identify **relevant cross-cutting issues** addressed through the intervention, i.e., gender equality, human rights, marginalized groups and leaving no one behind.
  - Describe the **scale of the intervention**, such as the number of components (e.g., phases of a project) and the size of the target population for each component.
  - Indicate the **total resources**, including human resources and budgets.

- Describe the context of the **social, political, economic and institutional factors**, and the **geographical landscape** within which the intervention operates and explain the effects (challenges and opportunities) those factors present for its implementation and outcomes.
  - Point out **design weaknesses** (e.g., intervention logic) or other **implementation constraints** (e.g., resource limitations).
8. **Evaluation scope and objectives.** The report should provide a clear explanation of the evaluation's scope, primary objectives and main questions.
- **Evaluation scope.** The report should define the parameters of the evaluation, for example, the time period, the segments of the target population included, the geographic area included, and which components, outputs or outcomes were and were not assessed.
  - **Evaluation objectives.** The report should spell out the types of decisions evaluation users will make, the issues they will need to consider in making those decisions and what the evaluation will need to achieve to contribute to those decisions.
  - **Evaluation criteria.** The report should define the evaluation criteria or performance standards used. The report should explain the rationale for selecting the criteria used in the evaluation.
  - **Evaluation questions** define the information that the evaluation will generate. The report should detail the main evaluation questions addressed by the evaluation and explain how the answers to these questions address the information needs of users.
9. **Evaluation approach and methods.** The evaluation report should describe in detail the selected methodological approaches, methods and analysis; the rationale for their selection; and how, within the constraints of time and money, the approaches and methods employed yielded data that helped answer the evaluation questions and achieved the evaluation purposes. **The report should specify how gender equality, vulnerability and social inclusion were addressed in the methodology, including how data-collection and analysis methods integrated gender considerations, use of disaggregated data and outreach to diverse stakeholders' groups.** The description should help the report users judge the merits of the methods used in the evaluation and the credibility of the findings, conclusions and recommendations. The description on methodology should include discussion of each of the following:
- **Evaluation approach.**
  - **Data sources:** the sources of information (documents reviewed and stakeholders) as well as the rationale for their selection and how the information obtained addressed the evaluation questions.
  - **Sample and sampling frame.** If a sample was used: the sample size and characteristics; the sample selection criteria (e.g., single women under age 45); the process for selecting the sample (e.g., random, purposive); if applicable, how comparison and treatment groups were assigned; and the extent to which the sample is representative of the entire target population, including discussion of the limitations of sample for generalizing results.
  - **Data-collection procedures and instruments:** methods or procedures used to collect data, including discussion of data-collection instruments (e.g., interview protocols), their appropriateness for the data source, and evidence of their reliability and validity, as well as gender-responsiveness.
  - **Performance standards:** the standard or measure that will be used to evaluate performance relative to the evaluation questions (e.g., national or regional indicators, rating scales).
  - **Stakeholder participation** in the evaluation and how the level of involvement of both men and women contributed to the credibility of the evaluation and the results.

- **Ethical considerations:** the measures taken to protect the rights and confidentiality of informants (see UNEG 'Ethical Guidelines for Evaluators' for more information).<sup>4</sup>
  - **Background information on evaluators:** the composition of the evaluation team, the background and skills of team members, and the appropriateness of the technical skill mix, gender balance and geographical representation for the evaluation.
  - **Major limitations of the methodology** should be identified and openly discussed as to their implications for evaluation, as well as steps taken to mitigate those limitations.
10. **Data analysis.** The report should describe the procedures used to analyze the data collected to answer the evaluation questions. It should detail the various steps and stages of analysis that were carried out, including the steps to confirm the accuracy of data and the results for different stakeholder groups (men and women, different social groups, etc.). The report also should discuss the appropriateness of the analyses to the evaluation questions. Potential weaknesses in the data analysis and gaps or limitations of the data should be discussed, including their possible influence on the way findings may be interpreted and conclusions drawn.
  11. **Findings** should be presented as statements of fact that are based on analysis of the data. They should be structured around the evaluation questions so that report users can readily make the connection between what was asked and what was found. Variances between planned and actual results should be explained, as well as factors affecting the achievement of intended results. Assumptions or risks in the project or programme design that subsequently affected implementation should be discussed. Findings should reflect gender equality and women's empowerment, disability and other cross-cutting issues, as well as possible unanticipated effects.
  12. **Conclusions** should be comprehensive and balanced and highlight the strengths, weaknesses and outcomes of the intervention. They should be well substantiated by the evidence and logically connected to evaluation findings. They should respond to key evaluation questions and provide insights into the identification of and/or solutions to important problems or issues pertinent to the decision-making of intended users, including issues in relation to gender equality and women's empowerment as well as to disability and other cross-cutting issues.
  13. **Recommendations.** The report should provide practical, actionable and feasible recommendations directed to the intended users of the report about what actions to take or decisions to make. Recommendations should be reasonable in number. The recommendations should be specifically supported by the evidence and linked to the findings and conclusions around key questions addressed by the evaluation. They should address sustainability of the initiative and comment on the adequacy of the project exit strategy, if applicable. Recommendations should also provide specific advice for future or similar projects or programming. Recommendations should also address any gender equality and women's empowerment issues and priorities for action to improve these aspects. Recommendations regarding disability and other cross-cutting issues also need to be addressed.
  14. **Lessons learned.** As appropriate and/or if requested by the TOR, the report should include discussion of lessons learned from the evaluation, that is, new knowledge gained from the particular circumstance (intervention, context outcomes, even about evaluation methods) that are applicable to a similar context. Lessons should be concise and based on specific evidence presented in the report. Gender equality and women's empowerment, disability and other cross-cutting issues should also be considered.
  15. **Report annexes.** Suggested annexes should include the following to provide the report user with supplemental background and methodological details that enhance the credibility of the report:

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<sup>4</sup> UNEG, 'Ethical Guidelines for Evaluation', June 2008. Available at <http://www.uneval.org/search/index.jsp?q=ethical+guidelines>.

- TOR for the evaluation.
- Additional methodology-related documentation, such as the evaluation matrix and data-collection instruments (questionnaires, interview guides, observation protocols, etc.) as appropriate.
- List of individuals or groups interviewed or consulted, and sites visited. This can be omitted in the interest of confidentiality if agreed by the evaluation team and UNDP.
- List of supporting documents reviewed.
- Project or programme results model or results framework.
- Summary tables of findings, such as tables displaying progress towards outputs, targets and goals relative to established indicators.
- Code of conduct signed by evaluator.

## **Annex C – Documents to be Reviewed**

### **Background Documents on Country and UNDP Priorities (will be provided after Contract Signature)**

- Revised UNDP Evaluation Policy
- UNDP Guidelines on “Gender Mainstreaming in Practice: A Toolkit”
- UNDP Gender Equality Strategy (2018-2021)
- UNDP Social and Environmental Standards (January 2021)
- UNEG Ethical Guidelines for Evaluation (2020)
- Guidance on Evaluation Institutional Gender Mainstreaming (2018)
- UNEG Norms and Standards for Evaluation
- UNEG Integrating Human Rights and Gender Equality in Evaluations
- UNDP Strategic Plan 2022-2025
- UNDCS 2021-2025 and UNDP Country Programme Document 2021-2025
- Turkey’s Response to the Syrian Refugee Crisis and the Road Ahead (World Bank – December 2015)
- 5 years National strategic development plan
- 11th National Development Plan
- Strategic Plan of Turkish Employment Agency (2019-2023)
- DGMM Harmonization Strategy

### **Project Documents, which will be provided after Contract Signature**

- Project Documents
- Addendum and revised Project Documents
- Inception and Annual Progress reports
- Annual Work Plans
- Steering Committee Minutes
- KfW Monitoring Mission Report
- Training reports and records,
- Result Framework/M&E Framework of the Project
- Project Quality Assurance Reports

## ANNEX I: Logical Framework of ESDP I

**COOPERATION FRAMEWORK OUTCOME INVOLVING UNDP #1.3: By 2025, people under the Law on Foreigners and International Protection are supported towards self-reliance**

**CPD Output 1.1. Displaced populations are equipped with the knowledge and skills to engage in the socioeconomic life of their host community**

**CPD Output 1.3 Core government functions and inclusive services strengthened post-crisis for harmonization and durable solutions to displacement**

| Output 1: Core government functions and inclusive services strengthened post crisis for harmonization and durable solutions to displacement |   |                          |          |   |      |      |      |       |   |
|---|---|--------------------------|----------|---|------|------|------|-------|---|
| EXPECTED OUTPUTS  | OUTPUT INDICATORS   | DATA SOURCE              | Baseline | TARGETS (by frequency of data collection) |      |      |      |       | DATA COLLECTION METHODS & RISKS             |
|   |   |                          | 2017     | 2019                                      | 2020 | 2021 | 2022 | TOTAL |   |
| <b>Output 1:</b><br><br>Systems are strengthened for active labour market policies that target Syrian population implemented by İŞKUR       | 1.1 # of local Employment Agency (İŞKUR) Offices supported for better and more inclusive delivery of active labour market services and employment services  | Project Progress Reports | 0        | 5   |      | 2    | 9    | 16    | Through project-based M&E tools and systems |
|   | 1.2 # of additional Syrians under temporary protection who benefitted from the counseling services provided by the local İŞKUR offices (i.e. counseling, placement, matching etc.) disaggregated for services | İŞKUR database(s)        | N/A      | 500                                       | 6000 | 4500 |      | 11000 | Through İŞKUR's systems                     |
|   | 1.3 # of additional impacted host community members who benefitted from the counseling services provided by the local İŞKUR offices (i.e. counseling, placement, matching etc.) disaggregated for services    | İŞKUR database(s)        | N/A      | 500                                       | 6000 | 4500 |      | 11000 | Through İŞKUR's systems                     |
|   | 1.4 # of Syrians under temporary protection registered and screened through local İŞKUR Offices   | İŞKUR database(s)        | N/A      | 1500                                      | 6000 | 4500 |      | 12000 | Through İŞKUR's systems                     |
|   | 1.5 # of impacted host community members registered and screened through local İŞKUR offices  | İŞKUR database(s)        | N/A      | 1500                                      | 6000 | 4500 |      | 12000 | Through İŞKUR's systems                     |