Terms of Reference for ICs and RLAs through /GPN ExpRes

Services/Work Description: Midterm project evaluation of the "Civil Registry System Reform Project in Tajikistan", Phase II

Project/Programme Title: UNDP Civil Registry System Reform Project

Consultancy Title: International Project Evaluation Expert

Duty Station: Home based with one mission (15 working days) to Dushanbe and possible travels to regions of Tajikistan

Duration: 30 working days over a period of 90 calendar days (May 2022 – July 2022)

Expected start date: Beginning of May

1. **BACKGROUND**

Project Information		
Project Title	'Civil Registry System Reform Project in Tajikistan – *Phase II'*	
Project Number	00085270	
Country	Republic of Tajikistan	
Implementing Partner	UNDP Tajikistan	
Geographical coverage	Nationwide	
Project dates	**Start**	**Planned end**
	1 January 2020	31 December 2023
PAC meeting date	17.01.2020	
Project budget (USD)	**Total resources required:**	**8,000,000 USD**
	UNDP TRAC:	1,000,000 USD
	Donor (SDC):	4,000,000 USD
	Government of Tajikistan (In-Kind):	3,000,000 USD
Contributing Outcome (UNDAF/CPD):	**Outcome 1.** People in Tajikistan have their rights protected and benefit from improved access to justice and quality services delivered by accountable, transparent, and gender responsive legislative, executive and judicial institutions at all levels. **CPD Output 1.2.** Justice sector institutions enabled to uphold rule of law in compliance with international commitments; promote and protect Human Rights and improve access to justice and civil registration of vulnerable population groups, especially women, youth and persons with disabilities. Indicative Output(s) with gender marker: **GEN 2**	

In January 2020, the UNDP in Tajikistan initiated the realization of a flagship Project on "**Civil Registry System Reform-Phase II"** for a period of four years. The second phase of the project builds on the results and lessons learned from the 'Civil Registry System Reform Project in Tajikistan – Phase I' implemented by UNDP Tajikistan with the support of the Swiss Agency for Development and Cooperation (SDC) in close

cooperation with the Ministry of Justice (MoJ) of the Republic of Tajikistan; and focuses on accessibility, affordability, and quality of services.

The second phase of the Project is based on extensive consultations with the state institutions at the national and local levels, UN Agencies, international and local NGOs, as well as the population. It contributes to the Sustainable Development Goals (SDGs) and in particular SDG 16 (strong institutions, justice and rule of law), SDG 10 (inequalities), SDG 5 (gender) contributing to targets 16.9 (legal identity for all) and 17.19 (proportion of countries that have achieved 100 per cent birth registration and 80 per cent death registration. The second phase of the project aims to complete the reform of the civil registry system in Tajikistan. The project works with different actors at different levels to make civil registry institutions and mechanisms more responsive to the populations' needs and more functional, by developing capacities among the relevant institutions and stakeholders and by simplifying and standardizing processes.

The overall goal of the Project is to ensure that:

Women's, men's and children's human rights (civil, social, political and economic) are better protected by strengthened provision of civil registration services and by increased public access to the system.

The Project has 2 identified Outcomes that together will produce the goal:

Outcome 1: The reformed civil registry system of Tajikistan is effectively managed and provides quality and affordable services to the population and qualitative vital statistical data for the State**.**

Outcome 2: The population of Tajikistan know how to and timely have their vital events recorded in the civil registry system.

The project has also identified four outputs that contribute to the achievement of the Project's objectives and its ultimate goal.

Output 1**.** Newly adopted civil registry legislation is implemented and interagency coordination is effectively ensured.

Output 2**.** New quality business processes are developed and effectively applied in the civil registry

Output 3**.** Electronic civil registry system and digitalized archives are handed over and effectively managed by MoJ.

Output 4**.** Population is aware of timely registration benefits through MoJ communication strategy and supported by selected CSO to bolster civil registration, and the public contributes to improving the quality of the system through enhanced feedback mechanisms.

The project adopts a **Human Rights Based Approach** and will work on both the supply and demand side of civil registration service provision for balanced capacity development and awareness raising enabling each side to substantively contribute to implementation of the civil registration reform process. The Project also **mainstreams gender issues** throughout the project.

Partnership: The project is implemented by UNDP in close cooperation with the Ministry of Justice. The

project works with different actors at different levels to make civil registry institutions and mechanisms more responsive to the population's needs and more functional, by developing capacities among the relevant institutions and stakeholders and by simplifying and standardization the processes. This includes more refined capacity development approaches and creating strategic partnerships with other institutions, such as jamoat bodies, the Ministry of Foreign Affairs, Ministry of Health and Social Protection, and the Ministry of Interior.

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED WORK

The evaluation will assess the progress of the Project "Civil Registry System Reform Project-Phase II" against stated outputs for the last 24 months (January 2020-January 2022), as well as identify issues and recommend course of corrections if required. It will also highlight issues and challenges affecting effective and efficient implementation of outputs and their contribution to project outcomes and impact.

Key focus area

The Mid-Term Evaluation will assess the Project following standard Organization for Economic Cooperation and Development (OECD) Development Assistance Committee (DAC) evaluation criteria, as elaborated below.

Relevance: the extent to which the project strategy, proposed activities and expected outputs and outcome are justified and remain relevant to the Government of Tajikistan in its efforts to advance public access to civil registration services. More specifically, the relevance of the project should be assessed through the following guiding questions:

  I.   Assess to what extent has the Project contributed so far towards the achievement of national objectives and the Outcome of UNDP Country Programme Document (CPD) 2016-2022.
  II.   Assess to what extent the stated outcomes and outputs of the Project are on track.
  III. Identify factors that have contributed to achieving or hindering achievement of the project intended results.
  IV.   Assess the extent to which the approach adopted, and inputs identified, realistic, appropriate, and adequate for achieving the stated results.
  V.   Analyze whether the project's overall human rights-based approach addresses the needs and demands of the beneficiaries in gender disaggregated manner (i.e. for men and women, girls and boys).
  VI.   Assess the partnership approach and its appropriateness and effectiveness

Effectiveness: the extent to which the project 's expected outputs and outcomes are being achieved or are expected to be achieved. Factors contributing to or detracting from the achievement of the project desired results and objectives should also be included in the assessment. More specifically, the effectiveness of the project should be assessed through the following guiding questions:

  I.   Assess the progress made towards achievement of project outputs against baselines and indicators specified in the project's results framework.
  II.   Assess project management strategies and their effectiveness in delivering planned results

III. Analyze the underlying factors that affect Project effectiveness (including analysis of the strengths, weaknesses, opportunities and threats).

IV. Assess the monitoring and evaluation framework of the project and its effectiveness in achieving project results

V. Assess the extent to which COVID-19 pandemic has affected project implementation and delivery

VI. Analyze the effectiveness of the partnership strategy with the Government and other key stakeholders.

Efficiency: the extent to which the project resources (funds, expertise/human resources, time, etc.) are optimally used and converted into intended outputs. More specifically, the efficiency of the project should be assessed through the following guiding questions:

I. Assess the extent to which project funds and activities have been delivered in a timely manner.

II. Assess the extent to which the project implementation has been efficient and cost-effective.

III. Assess visibility and communications strategy of the project and extent to which it has been cost-effective
in terms of promoting the project and its achievements.

IV. Analyze the role of the Project Steering Committee (PSC) and whether this forum is optimally used for decision making purposes.

V. Assess the timeline and quality of the reporting followed by the Project.

VI. Assess the qualitative and quantitative aspects of management and other inputs (such as equipment, monitoring and review and other technical assistance and budgetary inputs) provided by the project vis-à-vis achievement of outputs and targets.

VII. Identify factors and constraints, which have affected Project implementation including technical, managerial, organizational, institutional and socio-economic policy issues in addition to other external factors unforeseen during the Project design.

Coherence:

I. Identify if the project activities overlap and duplicate other similar interventions.

II. To what extent has the project complemented work among different entities, including development partners and civil society, with similar interventions? To what extent do other or similar interventions or policies support or undermine the project? To what extent were the project design and delivery coherent with international obligations?

Sustainability: analyzing whether benefits of the project are likely to continue after the project cycle

I. Assess likelihood of continuation and sustainability of the project outcome and benefits after completing the project

II. Assess the effectiveness of the exit strategies and approaches to phase out of the Project including contributing factors and constraints.

III. Identify the key factors that require attention to improve prospects of sustainability of the Project outcomes.

IV. Assess the extent to which capacities are strengthened and sustained at the individual and

institutional level (including contributing factors and constraints). Provide recommendations for strengthening sustainability.

V. Identify significant lessons or conclusions which can be drawn from the Project in terms of effectiveness, efficiency, sustainability.

VI. To what extent are lessons learned being documented by the project team and shared with appropriate parties who could learn from the project?

Impact: the extent to which the project 's is expected to contribute to longer term outcomes/results. The impact or effect of the intervention in proportion to the overall situation of the target institutions or direct beneficiaries

I. Does the overall project intervention contribute to longer-term outcomes/results?

II. What is the impact or effect of the intervention in proportion to the overall situation of the target
institutions and direct beneficiaries?

Gender:

I. To what extent has gender been mainstreamed, in addition to sufficient consideration provided
for its intersectional effects within the design, implementation and monitoring of the project?

II. Is the gender marker assigned to this project representative of reality?

III. To what extent has the project promoted positive changes in gender equality and advanced the
empowerment of women? Were there any unintended effects and what were its impact on the
project and the community of engagement?

IV. Were sufficient resources made available for gender mainstreaming?

V. What are the avenues for improvement in considerations for gender and its intersectional effects across the project?

Products expected from the evaluation

1) Inception report with evaluation matrix, questionnaires and agreed methodology of evaluation (5 days after beginning of assignment/contract
2) A comprehensive evaluation report with findings, recommendations, lessons learned, rating on performance.

It is expected that the draft report will be submitted to UNDP *within two working weeks* after in-country mission, and the final report, with all comments and recommendations included, will be submitted no later than *one working week* after receiving formal feedback from UNDP.

The Report should be logically structured, contain evidence-based findings, conclusions, lessons and recommendations, and should be free of information that is not relevant to the overall analysis. The Report should respond in detail to the key focus areas described above.

Methodology or evaluation approach

The evaluation will be based on the methodology described below, which will be further discussed and validated by the UNDP. The proposed methodology employs results-oriented approach and integrates cross-cutting issues (human rights, gender equality etc.) into the evaluation.

The key elements of the methodology to be used by the evaluation team will consist of (but not limited to) the following:

- Desk review, that will include the analysis of relevant documents, information, data/statistics
- Interviews with key partners and stakeholders;
- Discussions with UNDP Senior Management and relevant staff;
- Focus groups if required;
- Field visits;
- Questionnaires;
- Participatory techniques, SWOT analysis and other approaches for gathering and analysis of data.

Integration of **human rights and gender equality** issues into the evaluation requires adherence to three main principles – inclusion, participation, and fair power relations. *Inclusion* refers to paying attention to which groups benefit and which groups contribute to the intervention under review. Groups need to be disaggregated by relevant criteria: disadvantaged and advantaged groups depending on their gender or status (women/men, class, ethnicity, religion, age, location, etc.), duty bearers of various types, and rights-holders of various types in order to assess whether benefits and contributions were fairly distributed by the intervention being evaluated. Evaluating HR & GE must be *participatory*. Stakeholders of the intervention have a right to be consulted and participate in decisions about what will be evaluated and how the evaluation will be done. In addition, the evaluation will assess whether the stakeholders have been able to participate in the design, implementation and monitoring of the intervention. Fair *Power Relations* - When evaluators assess the degree to which power relations changed as a result of an intervention, they must have a full understanding of the context, and conduct the evaluation in a way that supports the empowerment of disadvantaged groups. In addition, evaluators should be aware of their own position of power, which can influence the responses to queries through their interactions with stakeholders. There is a need to be sensitive to these dynamics (see *UNEG Guidance Document. Integrating Human Rights and Gender Equality in Evaluation*).

Documents to be reviewed

Some of the background documents to be reviewed as part of the outcome evaluation are as follows:

- Country Programme Document (CPD) 2016-2022;
- United Nations Development Assistance Framework (2016-2022);
- Project Document "Civil Registry System Reform in Tajikistan – Phase II;
- Annual Progress Reports for the 1st and 2nd years Project implementation (and probably Project Completion Report);
- Monitoring and Evaluation tools (Quarterly Progress reports, minutes of the Project Steering Committee meetings etc.).

Evaluation team

The evaluation team will comprise of **one International Evaluation Expert,** a development consultant who was at no point directly associated with the design and implementation of any of the activities associated with the outcome.

One additional independent **National Consultant** will be recruited to support the mission of the International Evaluation Expert. The evaluation expert will have the responsibility for the overall co-ordination of the evaluation activity and for ensuring final coherence of the report, both in terms of content and presentation.

3. Expected Outputs and deliverables

Deliverables, activities, and milestones follow this tentative schedule:

ACTIVITIES	DELIVERABLE	RESPONSIBILITY	TIME ALLOCATED
a. Initial meeting	Inception report	International Evaluation Expert	5 days
b. Evaluation design, methodology and detailed workplan			
c. Desk review	Draft report	International Evaluation Expert and National Consultant	20 days
d. In-country data collection (interviews with key partners and stakeholders; focus groups, field visits, questionnaires, and etc.)			
e. Data analysis, de-briefing, and presentation of draft evaluation report			
f. Finalization of report	Final report	International Evaluation Expert	5 days
Total number of occupied days			30 days

4. Institutional arrangements/reporting lines

The International Evaluation Expert will work in close collaboration and consultation with UNDP Staff (CO and Project) and National Consultant.

The UNDP Monitoring and Evaluation Analyst will guide the evaluator through the UNDP Strategic documents. The National Consultant will support the International Evaluation Expert in all stages of data collection process (field visits, interviews with stakeholders and etc.). The Project Team will support in providing the necessary project documents and contact details of the required partners.

5. Experience and qualifications

I. Academic Qualifications: Master's degree in social sciences, management, public administration, development studies, or any other relevant university degree

II. Years of experience:

- The International Evaluation Expert should have not less than 10 years of professional development experience;
- He/She should have more than 10 years of expertise in good governance, public administration, development, gender and human rights;
- Experience and expertise in project design, management, implementation and monitoring and evaluation, policy analysis, development aid and technical cooperation, as well as development management/organizational capacity building programming.

III. Language: Excellent knowledge of English. Knowledge of Russian and Tajik is a strong advantage.

IV. Competencies:
- Good report writing skills, advanced computer literacy and the ability to effectively communicate and work with high-level government officials;
- Ability to make recommendations focused on results and impact, with a strong understanding of value for money concepts;
- Knowledge of CIS context, preferably Central Asia region; Experience in Tajikistan is desirable;
- Knowledge of UNDP procedures and programme implementation strategies will be desirable.

The International Evaluation Expert will be allocated 30 working days (15 working days for desk work and 15 working days of in-country mission, final workload distribution will be outlined in the inception report).

6. Payment Modality

The individual consultant shall be paid the consultancy fee upon satisfactory completion of the following milestones:
- 30% after adoption of the inception report
- 30% after presentation of the draft report
- 40% after the approval of the final report