



TERMS OF REFERENCE

FOR INDIVIDUAL CONTRACT

POST TITLE: International Consultant to Final Evaluation of UNDP's Being LGBTI in Asia and the Pacific project (BLIAP)

AGENCY/PROJECT NAME: UNDP / HHD Asia-Pacific / Being LGBTI in Asia and the Pacific (Phase 2)

COUNTRY OF ASSIGNMENT: Home-based with no travel.

NUMBER OF DAYS: 15 July 2022 to 30 November 2022 with maximum of 50 days worked.

1) GENERAL BACKGROUND

Lesbian, gay, bisexual, transgender and intersex (LGBTI) people represent some of the most marginalized populations in Asia and the Pacific. Ignorance, intolerance, and hatred based on prejudices continue to result in social exclusion and fuel violations of the rights of LGBTI people, including intolerable levels of violence.

Many LGBTI people experience poverty and social disadvantage due to the intersection of social and economic factors such as family rejection and restricted education and employment opportunities due to discrimination. Given that it is conservatively estimated that there are at least 100 million LGBTI people living in Asia and the Pacific,¹ attention to the needs and human rights of LGBTI people is essential if countries are to achieve the Sustainable Development Goals (SDGs), a key feature of which is the underlying principle and commitment to 'leave no one behind'

1.2 Project description

Phase 1 of Being LGBTI in Asia and the Pacific (BLIAP), initiated in 2012, focused on developing an evidence base of the lived experiences of LGBTI people through research and the engagement of civil society groups throughout the region. This engagement was facilitated through convening eight national LGBTI dialogues, publishing [national reports](#) and producing 12 videos highlighting community stories from the region. Informed by this process, a second phase of the project was designed to strengthen the capacity of civil society groups, government departments and human rights bodies to effectively address priority issues relating to sexual orientation, gender identity and expression and sex characteristics (SOGIESC), build broad coalitions with key stakeholders, including the private sector, media and academic institutions, and strengthen the evidence base on SOGIE and intersex issues through a combination of regional and country specific programming.

¹ UNDP (2015), Leave no one behind. Advancing social, economic, cultural and political inclusion of LGBTI people in Asia and the Pacific. Summary. p. 4.

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As recommended in the 2018 Programme Review, an updated five-year strategy was developed in consultation with a wide range of partners at national and regional levels, including civil society and government representatives. The current strategy of the project builds upon the foundation laid over five years (2014-2018) of implementation that developed a solid foundation of evidence, fostered broad multisectoral partnerships and undertaken a substantive body of work to promote LGBTI inclusive development in Asia. It focuses on further utilization of the evidence base developed and taking next steps in the substantive body of work in progress across a range of areas to achieve dividends in the form of an increased number of LGBTI inclusive protective laws, policies and programs.

BLIAP serves as a platform to engage and leverage mandates of partners such as governments, civil society, national human rights institutions, the private sector, academic institutions, donors, foundations and UN agencies to address inequality, violence and discrimination on the basis of SOGIESC, and promote universal access to health and social services. Through national, regional and global consultations with community representatives and experts, five key areas of inclusion have been identified as priority areas for action. The **goal** of the project is to promote LGBTI inclusion in Asia Pacific across these five development dimensions.

1: Legal reform and political and civic participation

2: Access to justice, personal security and anti-violence

3: Health

4: Economic well-being

5: Education

The **end-of-project outcome** is:

LGBTI social and economic inclusion in Asia Pacific advanced through promulgation and implementation of protective laws, policies and programmes which mitigate discrimination and violence, ensure access to LGBTI appropriate services.

The design of BLIAP reflects key elements of the action-oriented enablers underpinning UNDP's regional work:

- Advancing rights and inclusion of marginalized groups and communities through advocacy and targeted interventions;
- Deepening south – south cooperation and sharing of lessons, expertise and knowledge;
- Building partnerships across the development spectrum, and connecting diverse public and private sector partners through regional networks and convening multi-country forums;
- Partnering and joint programming with other UN agencies and sub-regional institutions;
- Conducting context specific analyses of existing and emerging regional issues; and
- Boosting and scaling up innovative practices, including through inter-regional collaboration and partnerships.

A project review was conducted in 2018. The project was also included in the end-term gender review of the UNDP Asia-Pacific regional programme 2014-2017. The formal mid-term review of the

project was carried out as part of the Mid-Term Review (MTR) of the UNDP Asia-Pacific Regional Programme Document (RPD) in November 2020²

Project information	
Project title	Being LGBTI in Asia and the Pacific (Phase 2)
Atlas ID	00110808
Corporate outcome and output	<p>Primary: RPD Outcome 2: Accelerate structural transformations for sustainable development</p> <p>Output 2.3 Institutions, networks and non-state actors strengthened to promote inclusion, access to justice, and protect human rights (SP 2.2.2 and 2.2.3)</p> <p>Secondary: RPD Outcome 1: Advance poverty eradication in all its forms and dimensions</p> <p>Output 1.5 National institutions, laws and policies strengthened for equitable and effective delivery of HIV and health services (SP 1.2.1)</p>
Region	Asia-Pacific
Project dates	25 September 2014 – 30 June 2022
Total project budget (USD)	USD 8,343,947
Projected expenditures at time of evaluation	USD 8,343,947
Funding sources	Swedish International Development Coordination Agency (Sida), United States Agency for International Development (USAID), The Netherlands Minister for Development Cooperation, Outright International, Faith in Love Foundation, Department of Foreign Affairs and Trade (DFAT)
Implementation modality	Direct implementation (UNDP)

2) OBJECTIVES OF THE ASSIGNMENT

The main purpose of the final evaluation is to provide evidence-based information to guide future programming on LGBTI inclusion and rights, consolidate lessons learned and capture good practices, and provide forward-looking recommendations for continued improvement of programming by UNDP and partners.

At its inception, BLIAP was the first dedicated LGBTI inclusion project by UNDP, and it has since inspired similar regional projects in other regions. During its eight years of implementation the project concept has evolved significantly to respond to new evidence, strategic opportunities, political sensitivities, changes in financial resource availability, and other changes in internal and external operating environment including the

² <https://erc.undp.org/evaluation/evaluations/detail/9875>



COVID-19 pandemic context. The evaluation will concentrate on impact and outcome level results and evaluate the success of the groundbreaking flagship project in reaching its stated goals, how it has been able to adapt to new circumstances, and what have been the key factors that have enabled successes, and/or held the project back from achieving its full potential.

3) SCOPE OF WORK

The evaluation will cover project activities and results at regional level and at country level in selected countries where the project has had significant engagement (China, India, Laos, Pakistan, Thailand, and Vietnam). The final evaluation will assess the project’s progress against expected outcomes and impact as captured in the project theory of change (ToC) and the results and resources framework (RRF). The evaluation will build on the findings of the 2018 project review, as well as the Mid-Term Review of the Regional Programme Document of UNDP Asia-Pacific (2020), and will focus on achievements during the RPD 2018-2021.

The key objectives of the final evaluation are to

- Assess the project’s unique value proposition and sources of comparative advantage relative to other initiatives, including UNDP’s unique value added
- Assess to what extent the project has facilitated LGBTI inclusion in the region
- Assess the performance of the project in terms of achieving its intended outputs and the contribution of the outputs to outcomes as according to project’s theory of change
- Identify any unintended outcomes, positive or negative, that were not foreseen in the theory of change
- Identify challenges and factors that have affected the achievement of project results and assess the effectiveness of the approaches that the project has adopted to address these challenges
- Identify key enablers and factors that have been critical to the project’s success
- Assess the project’s alignment with UNDP’s RPD, UNDP Strategic Plan, and the UNDP HIV and Health Strategy and its contribution to the leave no-one behind (LNOB) agenda
- Identify lessons learned and provide concrete and forward-looking recommendations to inform future LGBTI inclusion and rights programming in the region

4) Deliverables and Schedules/Expected Outputs

The evaluation is expected to be completed during 15 July to 30 November 2022 with the total level of effort not exceeding 50 working days.

Deliverable	Description	Activities and estimated level of effort	Timeline (target date for completion)
Desk review and inception report	Inception report length: 10-15 pages The inception report will be prepared based on the first briefing meetings with Evaluation Reference Group, the desk review and preliminary analysis of the secondary data provided by the BLIAP project.	Desk review: 6 days Protocol development and inception report: 3 days Oral debriefing: 0.5 day	Debriefing within 2 weeks of contract start (estimate: 31 July)



Approved by Hakan Bjorkman, Team

	<p>The inception report includes understanding of the evaluation’s objectives and project’s theory of change, finalized evaluation design that incorporates main findings from the desk review, workplan, time frame, activities and schedule, and final methodology and a detailed plan for data collection, including a list of key stakeholders and other individuals, key questions against each criteria, who will be consulted. An evaluation matrix (see annex) will be submitted as part of the inception report.</p> <p>The inception report must explain how gender and human rights as cross-cutting areas are addressed in the methodology, including data collection and analysis methods.</p> <p>Detailed information on the required content of the inception report is provided in the annexes. The report must include the elements outlined in the annex and follow UNDP IEO’s evaluation guidelines.</p> <p>The Evaluation Reference Group will review the draft inception report, provide feedback and assure its quality.</p> <p>An oral debriefing by the Evaluation Consultant on the proposed work plan and methodology will be done. The inception report will be reviewed and approved prior to the commencement of the evaluation process.</p>	Total: 9.5 days	
Data collection, analysis and evaluation debriefing	Immediately following completion of data collection and analysis, the Evaluation Consultant will debrief UNDP on the preliminary findings	Data collection: 15 days Data analysis: 7 days Debriefing: 0.5 day Total: 22.5 days	Within 8 weeks of approval of the inception report Estimate: 30 September
Draft evaluation report and debriefing/presentation of main findings	Final evaluation report length: maximum 50 pages excluding cover, executive summary, acknowledgements and annexes	Report writing: 10 days Debriefing: 0.5 day	Within 3 weeks of evaluation debriefing



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	<p>The draft report will contain the same sections as the final report. The evaluation report must follow the structure provided in the annexes of this ToR. The evaluator is requested to use IEO's Quality Standards for evaluations to ensure that the report meets these criteria. The standards are provided in the annexes. Report must include balance of quantitative and qualitative data, and an analysis in tabular form of results achieved against the targets proposed. Under each criteria, considerations on social inclusion, gender and human rights must be integrated.</p> <p>The draft will be submitted to the Evaluation Manager. A debriefing with the Evaluation Manager and reference group will be organised at the time of the submission of the first draft. The debriefing will include a presentation of the findings and recommendations.</p> <p>The draft will be reviewed by the evaluation manager and reference group who will provide an amalgamated set of comments to the evaluator for integration into the final version.</p>	Total: 10.5 days	Estimate: 22 October
Second draft report	The second draft will be prepared based on the feedback provided on the first draft report and submitted to the Evaluation Manager and reference group for review and final comments.	Revisions: 4 days	1 week after receiving comments (estimate: 15 November)
Final evaluation report, evaluation brief, audit trail and evaluability matrix	<p>Final evaluation report length: maximum 50 pages excluding cover, executive summary, acknowledgements and annexes Evaluation brief: max 3 pages</p> <p>The final draft, incorporating final comments shall be submitted to the Evaluation Manager and reference group for final clearance.</p> <p>An audit trail report shall be submitted together with the final report, capturing how the evaluator has addressed comments and the changes made in response.</p>	<p>Final revisions: 1 days Audit trail report: 1 day Evaluation brief: 1 day Final debriefing: 0.5 day</p> <p>Total: 3.5 days</p>	1 week after receiving final comments (estimate: 30 November)



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	An evaluation brief capturing the main findings and recommendations shall be submitted together with the final report.		
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The evaluator will use IEO's Inception Report and Evaluation report QA criteria to do a self-assessment on the quality of the deliverables. The deliverables will also be reviewed by the BRH team. No final product will be considered approved until the QA criteria is met. Several iterations of the project may be required.

4) DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

Duration of Assignment:

The duration of the assignment is between 15 July 2022 to 30 November 2022 with maximum of 50 days worked.

Duty Station and Expected Places of Travel:

The consultant is expected to be home based with no travel.

5) FINAL PRODUCTS

Please refer to scope of work

6) PROVISION OF MONITORING AND PROGRESS CONTROLS

The consultant will report to the Policy Specialist, HIV, Health and Development team, with advisory support from BRH/PMU team.

7) DEGREE OF EXPERTISE AND QUALIFICATIONS

An international consultant will be recruited to complete the exercise. The consultant will have the following experience:

- A master degree in social sciences, development studies, gender studies, public policy or related area
- At least 10 years of professional experience in development project/programme design, implementation, monitoring and evaluation, and assessment including UN projects/programmes
- Proven technical knowledge and experience in at least three of the following: social inclusion and marginalized populations, human rights-based programming, gender equality, SOGIESC, civil society capacity building
- At least 5 years of proven experience in evaluating regional or multi-country projects
- At least 5 years of proven experience in evaluating projects relating to gender equality, human rights, social inclusion and/or LGBTI issues
- At least 5 years of Knowledge of quantitative and qualitative data collection tools
- Familiarity with LGBTI issues in the Asia-Pacific context is an asset
- Experience working with the United Nations is an asset



- Excellent analytical, communication and drafting skills
- Excellent knowledge of English

Consultant is expected to work within the time zone of the Asia-Pacific countries under review.

8) REQUIRED DOCUMENT

Interested individual consultants must submit the following documents/information to demonstrate their qualifications. Please group them into **one (1) single PDF document** as the application only allows to upload maximum one document:

- **Letter of Confirmation of Interest and Availability** using the template provided in Annex III.
- **Personal CV**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references; along with the writing sample and the experience listed in the candidate's CV
- **Financial proposal**, as per template provided in Annex III.
- **Briefly explain** why you are the most suitable candidate for this consultancy.

Incomplete proposals may not be considered. The shortlisted candidates may be contacted and the successful candidate will be notified

9) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

NONE

PARTIAL

INTERMITTENT

FULL TIME

10) PAYMENT TERMS

Please indicate any special payment terms for the contract.

Hourly

Currency:

Amount:

Daily

Currency:

Amount:

Weekly

Currency:

Amount:

Currency:

Amount:

Payments will be done upon completion of the deliverables/outputs and as per below percentages:

Leader



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Milestone/deliverable	Payment in terms of % of contract amount
1 st instalment Upon satisfactory completion of the Inception report	30%
2 nd instalment Upon satisfactory completion of the data collection and analysis and delivery of the first draft of the Final Evaluation Report	40%
3 rd instalment Upon satisfactory completion of Final Evaluation Report, Evaluation Brief and Audit Trail Form	30%

