**TERMS OF REFERENCE**

For Joint Gender Mid-term Evaluation of UNDAF 2012-2016

***Mid term evaluation of gender both as a cross cutting issues as well as result area (outcome 4.3.)***

1. **BACKGROUND AND CONTEXT**

1.1 **Gender Challenges and UN Response**

Four MDGs that are unlikely to be met are deeply related to gender issues (MDG 1, MDG 2, MDG 3 and MDG 5). The Gender Index indicates that women’s economic and political power in the country is weak, with disparities relative to men being particularly noticeable in agricultural household enterprises; in paid employment, and in senior positions across all sectors of life (2012-2014 Undaf, p.xxx).The 2013/2014 global Human Development Report (HDR) further confirms the state of Gender in Malawi reflecting that the high Malawi records high Gender Inequality Index (GII) that has a negative impact on the already gained development achievements.

Progress on gender equality and women’s empowerment has been adversely affected by inadequate and weak gender structures and systems in the country to drive gender equality at policy level. The capacity of the Ministry of Gender, Children Disability and Social Welfare to support a coordinated national response has been weak leading to uncoordinated, ineffective and fragmented projects and programmes. In fact the national gender machinery under the leadership of the MoCDSW, has remained weak. Gender mainstreaming has also been weak despite gender being a cross-cutting issue in the Malawi Growth and Development Strategy II and the UNDAF II.

In order to effectively support efforts towards gender mainstreaming, the 2012-2016 United Nations Development Assistance Framework (UNDAF) identified gender equality as a cross cutting issues to ensure it is mainstreamed and institutionalization within all the clusters and outcome areas given its relevance at national level.

At the same time it positioned it as a key result are and specifically prioritized assistance to institutionalization and capacity development of the National Gender Machinery through the Gender and Youth SWG, to strengthen the Gender machinery and to promote the advancement and socio-economic empowerment of women and gender equality through advocacy, resource mobilization, policy influence and coordination of implementation, monitoring and evaluation of the national gender agenda.

The intended UNDAF gender outcome is ***National institutions advance gender equality and status of women by 2016, Outcome 4.3.*** The Outcome is one of the 14 UNDAF Outcomes of the 2012-2016 UNDAF.

The UNDAF outputs for this outcome are the following:

**Output 4.3.1:** Gender mainstreamed in 7 SWAps;

**Output 4.3.2:** Ministry of Gender and selected sectors have the capacity to plan, coordinate, monitor and evaluate the National Gender Programme;

**Output 4.3.3:** Women have the capacity and benefit from an enabling environment to claim and exercise their right to participate in decision making in public and private sectors;

**Output 4.3.4** Gender related laws revised and a functional implementation framework in place to address GBV.

In the context of Delivering As One UNDP adopted the UNDAF Outcome 4.3 as of its five outcomes for its Country Programme (2012-2016), MWI\_Outcome31. Only UNDP proceeded in this manner as all other UN Agencies maintained different outcomes but with efforts to contribute achievement of UNDAF Outcome 4.3.

In preparation for the new UNDAF 2017-2020 the UN is carrying out an evaluation of the UNDAF and its effectiveness as a strategic programmatic tool by UN and Government of Malawi as well as of the achievement of planned results.

The UN is therefore searching for a consultant to undertake a specific gender evaluation of the UNDAF in terms of the extent to which gender equality as a cross cutting issue across the UNDAF as well as a specific result area under outcome 4.3.

1. **PURPOSE, OBJECTIVES AND SCOPE OF THE EVALUATION**

**The purpose of the evaluation is to**:

* Assess the contribution made by the UNCT, collectively, and participating UN agencies, individually, to strengthen national gender machinery, and women empowerment as envisaged under outcome 4.3 of the UNDAF;
* Assess the contribution made by the UNCT, collectively, and participating UN agencies, individually, to address gender across UNDAF outcomes;
* Inform the UNDAF review planned for 2015 and programming strategies for a successor UNDAF with key focus on gender equality;
* Document lessons learnt in mainstreaming gender across the UN to improve programme effectiveness.

**Specific objectives of the evaluation are**:

1. Determine the extent to which the planned outcome 4.3 and related outputs including gender results in all UNDAF outcomes have been achieved or are being achieved and the likelihood of being achieved by the end of 2016 in general and the extent of participating UN agencies’ contributions.
2. Determine the impact, both positive and negative, from achievement of the outcome and its related outputs;
3. Assess the relevance of the outputs to the effective achievement of the outcome 4.3;
4. Assess the adequacy or inadequacy of UNCT and UN agency partnership strategy(ies) for the achievement of the outcome and gender mainstreaming across the UNDAF;
5. Examine and analyse factors that facilitate and/or hinder the progress in achieving the outcome and gender mainstreaming by the UNCT collectively and the participating UN agencies, individually, both in terms of the external environment and those internal to the portfolio interventions including: weakness in design, management, human resource skills and resources;
6. Explore strategic values and comparative advantage of the UNCT and each of the participating UN agencies in contributing to the outcome and advancement of the gender agenda in Malawi
7. Assess how the participating UN agencies worked together jointly in the planning, implementation and reporting of the outcome;
8. Document lessons learnt from the implementation of the interventions.
9. Assess the extent to which gender equality as a cross-cutting issue has been mainstreamed across the UNDAF;
10. Assess the extent to which gender equality as a cross-cutting issue has been mainstreamed within the UNDAF
11. Make recommendations for the UNCT and specifically for the four UN agencies under Outcome 4.3 in strategic areas for improving the achievement and sustainability of the gender results in UNDAF outcomes; partnership arrangements, mainstreaming of cross-cutting issues and resource mobilization strategies.

**Evaluation scope:**

The evaluation will cover the period from January 2012 to December, 2014. Geographically, the evaluation is national in nature although there are also district interventions, which the consultant may visit whenever it will be necessary. The exercise will include a review of the UNDAF annual work plans and annual reports, agency level project/programme documents, country programme documents, work plans and related progress and evaluation reports. Throughout the assignment as stated in the purpose and objectives of the evaluation and evaluation questions where “*participating UN agencies*” are mentioned, the evaluation will include a separate assessment, analysis and consideration for specific UNDP’s contribution. This level of evaluation is required by UNDP to fulfill its corporate policy. Details of the UNDP outcome assessment elements are covered in the addendum to this terms of reference.

1. **EVALUATION QUESTIONS**:

In order to fulfill the purpose and specific objectives stated above, the evaluation shall address the following five specific questions:

1. Whether the Results and Resources Framework (RRF) including the Outcome and Output indicators were properly designed in regards to gender equality.
2. Whether the level of financial resources made available by different UN Agencies was sufficient for successful implementation of outcome 4.3 vis-a-vis the planned resource envelope with regards to gender equality.
3. What progress has been made so far towards the integration of gender equality in the outcomes and outputs and whether the gender aspects across the UNDAF will be met by December, 2016
4. To what extent has any of the UN Agencies contributed to the achievement of Outcome 4.3 and outputs?
5. What are the main factors (positive and negative) that contributed to the achievement of the outcomes? How have these factors limited or facilitated progress towards the outcome and integration of gender within those?

**Evaluation Criteria:** The evaluation of performance of the UNCT and the participating UN agencies individually in the outcome and outputs will be made using the standard criteria: relevance; effectiveness; efficiency; impact and sustainability. Below are detailed questions related to each criterion to be addressed by the evaluator.

*Relevance and design:*

* To what extent is UNCT’s collective and the participating UN agencies’ engaged in promoting the national gender machinery, including UNCT’s role in this area and its comparative advantage vis-a-vis other partners?
* To what extent has UNCT, collectively, and the participating UN agencies selected method of delivery been appropriate to the development context?
* Has UNCT been influential in national debates in promoting gender equality and the socio-economic empowerment of women and has it influenced national policies on legal reforms and women’s human rights protection?
* To what extent did the UNCT mainstream gender across the components and outcomes of the UNDAF?
* Is gender equality taken on board as a real cross cutting issues across all UN agencies and outcome areas? Is the commitment translating in real changes at the level of men and women, boys and girls in Malawi around gender attitudes and behaviors?

*Effectiveness*

* What evidence is there that UNCT collectively and individual UN agency support has contributed towards advancement of gender equality and the status of women and the strengthening of the national gender machinery through Outcome 4.3?
* To what extent has progress been made towards achieving the outputs and key results under Outcome 4.3?
* To what extent has progress been made towards achieving the outcomes and outputs across the UNDAF with specific gender integration as a cross cutting issue?
* To what extent has the UNCT collectively and individual the 4 UN agencies achieved gender results planned across all UNDAF outcomes?
* Has the support at the national level been effective in helping improve the achievement of gender equality and women’s empowerment in Malawi?
* Has UNCT and individual UN agencies worked effectively with other international (yet to be determined) and national delivery partners to improve gender equality and the socio-economic empowerment of women?
* How effective has UNCT collectively and individual participating the 4 UN agencies under Outcome 4.3 been in partnership with civil society and the private sector to promote gender equality and women empowerment in Malawi?
* Has UNCT collectively and participating individual UN agencies utilised innovative techniques and best practices in its programming on gender issues?
* Did UN coordination reduce transaction costs and increase the efficiency of implementation of the programmes relating to Outcome 4.3? To what extent did interventions create actual synergies among agencies and involve concerted efforts to optimise results and avoid duplication?
* Is UNCT collectively and individual participating UN agencies perceived by stakeholders as a strong advocate for gender equality and women empowerment in Malawi?
* What contributing factors and impediments enhance or impede UNCT’s collectively and individual UN agencies’ performance in this area?

*Efficiency*

* Have participating UN agency strategies and execution of the outcome been efficient and cost effective?
* Has there been an economical use of financial and human resources?
* Are the monitoring and evaluation systems that UNCT collectively and individual participating UN agencies have in place helping to ensure that programmes are managed efficiently and effectively?

*Sustainability*

* What is the likelihood that the interventions are sustainable?
* What mechanisms have been put in place by UNCT and participating UN agencies of Malawi to sustain improvements made through these interventions?
* Are UNCT’s management structures and working methods appropriate and likely to be effective in achieving this outcome?
* What changes should be made in the current set of partnerships and strategies in order to promote long term sustainability?
* What could be done to strengthen sustainability?
* Are there resource mobilization strategies at the UNCT or individual agency level for outcome 4.3?
* What specific efforts were made on resource mobilization at the UNCT or individual level for mainstreaming gender equality under Outcome 4.3 ensuring its implementation and accountability?

1. **METHODOLOGY**

The international gender expert will work closely with the international UNDAF evaluation consultant as well as the evaluation consultant for human rights. The consultant will be expected to provide details in respect of:

1. **Review of project documents including CPDs**. Review of key documents such as approved program/project support documents, recent studies, evaluations and reviews, project monitoring reports, disbursement reports, progress reports and other information available from implementing agencies or UNDP offices.
2. **Construct a theory for Outcome 4.3,** identify detailed evaluation questions, methods (mixed methods) and instruments, stakeholder mapping, etc.
3. **Data collection**: (i) conduct visits to selected stakeholders to carry out in-depth interviews, inspection, and analysis of the project activities; (ii) phone interviews and performance data surveys of institutions not visited in person; (iii) interviews with implementing partners, UN Agencies, and UNDAF Outcome Leads and UN Gender TWG members as well as key implementing partners and national gender machinery stakeholders. For each of these interviews, the consultant should first develop and present their ideas for the content and format of the interview forms that will be applied to capture the information required, as well as the method to be used in administering them and tabulating the results.
4. **Analysis:** Data triangulation and analysis triangulation to validate evidence and arrive at findings.

The consultant will be expected to develop and present detailed statement of evaluation methods/approaches in an inception report to show how each objective, evaluation question and criterion will be answered. The inception report would have to include a detailed work plan that will stipulate the tasks and time framework.

1. **IMPLEMENTATION ARRANGEMENTS**
2. The evaluator will report to the Gender Technical Working Group Co-Chairpersons;
3. The UN Women country office will be responsible for liaising with the evaluator to set up the stakeholder interviews, arrange the field visits and other programmes on to day to day basis.
4. Each of the 4 main participating UN agencies will be responsible for setting up programmes related to their respective country programme assessments;
5. The UNDP country office will provide Outcome evaluation guidance notes, UNDP Evaluation Policy document and relevant documents as listed above.
6. A Reference Group of key stakeholders will be established for the evaluation, consisting of key contacts from government, UN agencies and the development partners, who will be asked to provide advice on key evaluation issues, detailed comments on the inception and draft final evaluation reports.
7. The evaluator will have the overall responsibility for the conduct of the evaluation exercise as well as quality and timely submission of the final evaluation report to UNDP.
8. The evaluator will be expected to be fully self-sufficient in terms of office equipment and supplies, communication, accommodation and transport. Furthermore the evaluator will be expected to familiarise herself/himself with the United Nations Evaluation Group’s standards and norms for in conducting project evaluations.
9. The evaluator will provide regular feedback on the progress of the evaluation process to the PMT and in particular the Chair of the U GTWG, UN Women Representative in collaboration with the UNDP Assistant Resident Representative (ARR) responsible for Inclusive Growth and Millennium Development Goals Achievement (IMDGA) who is also the UNDP Gender Focal Point and to UN Monitoring and Evaluation Working Group.
10. The evaluator will be expected to make presentations of inception report, preliminary findings and final draft report to the Reference Group and UN gender TWG together and to the UN Programme Management Team and UN Country Team for quality assurance and validation of the report.
11. **DELIVERABLES**

* **Inception report** by 17 April, 2015. The report will include a detailed approach and methodology, schedule, a draft data collection protocols and an evaluation matrix. Annex 5 gives a template of the evaluation matrix. The work plan should also include an outline of the evaluation report. The report will have two main parts: one on assessment of gender mainstreaming across the UNDAF outcomes and the other on Outcome 4.3 collective and individual contributions for the UNDP/4 UN agencies.
* **Key emerging issues paper** – a presentation of preliminary findings to key stakeholders orally and in writing will be made after the data collection exercise with three weeks after presentation of the inception report. The purpose of this session is to provide opportunity for initial validation and elaboration of the evaluator’s observations and analysis.
* **Draft evaluation reports** – 1) The Evaluator will present a Draft Report by 27 April covering inputs for the UNDAF Evaluation Report; and 2) by 28 May a draft report including individual UNDP/4 UN agencies contributions.
* **Final Evaluation Report**. The evaluators will present a Final Report 5 days after receiving feedback and comments from Reference Group and UN Gender TWG.

1. **REQUIRED CHARACTERISTICS OF THE EVALUATOR**

**Education:**

* At least a Master’s degree in social sciences, development management or statistics.

**Experience**:

* At least 5 years’ experience working on gender equality and women empowerment issues;
* Proven track record of conducting outcomes or country programme evaluations or complex programme evaluation;
* Availability between 15 March, 2015 and 15 June, 2015.
* Experience in assignments in Africa will be an added advantage

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**Competencies:**

* Demonstrated knowledge of current evaluation theory and practice.
* Excellent report writing skills.
* Strong communication skills.

1. **TIME AND DURATION:**

The evaluator will be hired for a total of 60 person-days.

Contract Start Date: 15 March, 2015. Contract End Date: 15th June, 2015.

1. **TIME TABLE**

|  |  |
| --- | --- |
| **Activity** | Dates |
|  |
| Contract and Entry meeting | 17 May |
| Inception report, draft revised | 20 Mar, 17 Apr |
| Data collection and analysis ( UNDAF input and Outcome 4.3) | 16 Mar – 27 Apr |
| Submission of pre-liminary report on UNDAF input | 27 Apr |
| Data collection and analysis – Outcome 4.3 | 28 Apr- 8 May |
| Drafting and submission of Evaluation Report | 9 – 28 May |
| Review of draft report and submission of comments by stakeholders and reference group | 29 May-5 June |
| Revision and submission of Final Report | 8 – 15 June, 2015 |

**EVALUATION ETHICS**

Evaluations in the UN will be conducted in accordance with the principles outlined in both Norms and Standards for Evaluation in the UN System by the United Nations Evaluation Group (UNEG) and by the UNEG ‘Ethical Guidelines for Evaluation’. These documents will be attached to the contract. Evaluators are required to read the Norms and Standards and the guidelines and ensure a strict adherence to it, including establishing protocols to safeguard confidentiality of information obtained during the evaluation.

Responsibility of the CO to ensure credibility and independence of evaluation; responsibility of evaluator is to provide impartial, evidence-based, report adhering to international evaluation standards, etc.

**ADDENDUM**

**TO**

**TERMS OF REFERENCE**

For Joint Gender Mid-term Evaluation of UNDAF 2012-2016

***UNDP Contribution Evaluation Component***

1. **PURPOSE, OBJECTIVES AND SCOPE OF THE EVALUATION**

**The purpose of the evaluation is to**:

* Assess the contribution made by and , UNDP, to strengthen national gender machinery, and women empowerment as envisaged under outcome 4.3 of the UNDAF;
* Assess the extent of gender mainstreaming in the UNDP Country Programme;
* Inform the 2017-2021 Country Programming process;
* Document lessons learnt in mainstreaming gender at the programme level.

**Specific objectives of the evaluation are**:

1. Determine the extent to which the planned outcome 4.3 and related outputs have been achieved or are being achieved and the likelihood of being achieved by the end of 2016.
2. Assess the contribution of UNDP to the achievement of outcome 4.3 so far.
3. Assess the extent to which gender has been mainstreamed in the UNDP country programme and related projects
4. Assess the adequacy or inadequacy of UNDP partnership strategy for the achievement of the outcome and gender mainstreaming across the CPD;
5. Examine and analyse factors that facilitate and/or hinder the progress in achieving the outcome and gender mainstreaming by , by UNDP both in terms of the external environment and those internal to the portfolio interventions including: weakness in design, management, human resource skills and resources;
6. Explore strategic values and comparative advantage of the UNDP in contributing to the outcome and advancement of the gender agenda in Malawi
7. Document lessons learnt from the implementation of the interventions.
8. Make recommendations for the UNDP for improving the achievement of its gender equality and women socio-economic empowerment and sustainability;; partnership arrangements, mainstreaming of gender across the CPD and resource mobilization strategies.

**Evaluation scope:**

* The evaluation will cover the period from January 2012 to December, 2014. Geographically, the evaluation is national in nature although there are also district interventions, which the consultant may visit whenever it will be necessary. The exercise will include a review of the UNDAF annual work plans and annual reports, UNDP level project/programme documents, work plans and related progress and evaluation reports.

1. **EVALUATION QUESTIONS**:

In order to fulfill the purpose and specific objectives stated above, the evaluation shall address the following five specific questions:

1. What progress has been made towards achieving Outcome 4.3 and its outputs
2. Whether the level of financial resources made available by UNDP was sufficient for successful implementation of outcome 4.3 vis-a-vis the planned resource envelope with regards to gender equality.
3. What progress has been made so far towards the integration of gender equality in the UNDP CPD, programmes and whether the gender aspects cross the CPD will be met by December, 2016
4. To what extent has UNDP contributed to the achievement of Outcome 4.3 and outputs?
5. What are the main factors (positive and negative) that contributed to the achievement of the outcomes? How have these factors limited or facilitated progress towards the outcome and integration of gender within those?
6. Has the UNDP partnership strategy been appropriate and effective?
7. What factors contributed to effectiveness and ineffectiveness?

**Evaluation Criteria:** The evaluation of performance of the UNCT and the participating UN agencies individually in the outcome and outputs will be made using the standard criteria: relevance; effectiveness; efficiency; impact and sustainability. Below are detailed questions related to each criterion to be addressed by the evaluator.

*Relevance and design:*

* To what extent is UNDP engaged in promoting the national gender machinery?
* To what extent has UNDP selected method of delivery been appropriate to the development context?
* To what extent has UNDP mainstreamed gender across the components and outcomes of the CPD and outputs?
* Is gender equality taken on board as a real cross cutting issues across all outcome areas?

*Effectiveness*

* What evidence is there that UNDP’s, support has contributed towards advancement of gender equality and the status of women and the strengthening of the national gender machinery through Outcome 4.3?
* To what extent has progress been made towards achieving the outputs and key results under Outcome 4.3?
* Has UNDP worked effectively with other international (yet to be determined) and national delivery partners to improve gender equality and the socio-economic empowerment of women?
* How effective has UNDP been in partnership with civil society and the private sector to promote gender equality and women empowerment in Malawi?
* Has UNDP utilised innovative techniques and best practices in its programming on gender issues?
* Is UNDP perceived by stakeholders as a strong advocate for gender equality and women empowerment in Malawi?
* What contributing factors and impediments enhance or impede UNDP performance in this area?

*Efficiency*

* Have UNDP strategies and execution of the outcome been efficient and cost effective?
* Has there been an economical use of financial and human resources?
* Are the monitoring and evaluation systems that UNDP has in place helping to ensure that programmes are managed efficiently and effectively?

*Sustainability*

* What is the likelihood that the interventions are sustainable?
* What mechanisms have been put in place by UNDP, to sustain improvements made through these interventions?
* What changes should be made in the current set of partnerships and strategies in order to promote long term sustainability?
* What could be done to strengthen sustainability?
* Are there resource mobilization strategies at UNDP for outcome 4.3?
* What specific efforts were made on resource mobilization by UNDP for mainstreaming gender equality under Outcome 4.3 ensuring its implementation and accountability?

1. **DELIVERABLES**

* **Inception report** by 17 April, 2015. The report will include a detailed approach and methodology, schedule, a draft data collection protocols and an evaluation matrix. Annex 5 gives a template of the evaluation matrix. The work plan should also include an outline of the evaluation report. The report will have two main parts: one on assessment of gender mainstreaming across the UNDAF outcomes and the other on Outcome 4.3 collective and individual contributions for the UNDP.
* **Key emerging issues paper** – a presentation of preliminary findings to key stakeholders orally and in writing will be made after the data collection exercise with three weeks after presentation of the inception report. The purpose of this session is to provide opportunity for initial validation and elaboration of the evaluator’s observations and analysis.

* **Draft evaluation reports** – 1) The Evaluator will present a Draft Report by 27 April covering inputs for the UNDAF Evaluation Report; and 2) by 28 May a draft report including a separate section on UNDP evaluation elements.
* **Final Evaluation Report**. The evaluators will present a Final Report 5 days after receiving feedback and comments from Reference Group and UN Gender TWG. The review shall include a separate UNDP section.