

TERMS OF REFERENCE FOR INTERNATIONAL INDIVIDUAL CONSULTANT

TERMS OF REFERENCE - PBF END OF PROJECT EVALUATION- YOUNG WOMEN AND MEN AS STAKEHOLDERS IN ENSURING PEACEFUL DEMOCRATIC PROCESSES AND ADVOCATES IN THE PREVENTION OF VIOLENCE AND HATE SPEECH RESPONSE IMPLEMENTED BY UNFPA, UNESCO, AND UNDP

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| Hiring Office: | UNFPA The Gambia |
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| Purpose of consultancy: | <p>Background:</p> <p>UNFPA seeks the services of a skilled international consultant to undertake a final, external evaluation of a two-year PBF funded project on ‘Young Women and Men as stakeholders in ensuring peaceful democratic processes and advocates in the prevention of violence and hate Speech’ implemented by UNFPA, UNESCO, and UNDP.</p> <p>The project is youth-led, and its aim is to address the institutional barriers (such as exclusion from decision making) for young people, to strengthen youth capacity for engagement and participation in governance and leadership, and to address hate speech and counter fake news and misinformation of young people through media and local community structures. Young men and women are mobilized to participate in community dialogue initiatives at intra and intergenerational levels to enhance inclusion, social cohesion, and sustainable peace.</p> <p>The project aims to achieve two key outcomes and these are:</p> <ol style="list-style-type: none"> 1) Young people increasingly participate in governance and decision-making processes at national, regional, community and political party levels. 2) Young people engage in community mediation efforts and serve as advocates against hate speech. <p>The 24 months 2,160,500.00 USD project commenced in November 2020 and will end in November 2022. See link for more information on the project http://mptf.undp.org/f</p> <p>Purpose and Objective:</p> <p>The main purpose of the final external evaluation is to assess the project’s attainment of its intended objectives, to measure its outcomes and impacts and to formulate evidence-based recommendations to inform future programming. More specifically, the objectives of the evaluation using OECD DAC evaluation criteria are as follows:</p> <ul style="list-style-type: none"> ● Assess effectiveness and potential measurable impact of the Project intervention on the target groups. ● Assess the implementation process (efficiency, effectiveness, and sustainability). ● Analyze the accomplishments against the set outputs and outcomes. ● Assess the challenges faced during implementation. ● Assess the relevance of the project and tools developed ● Assess the progress made towards achieving the project’s goal and objectives based on the result framework, design, and monitoring data. ● Assess whether the resources (financial, human, and materials) have been used efficiently and effectively for the desired impact on the target group/communities. ● Assess the project’s impact and the sustainability of its realized results. <p>The results and the findings of the final evaluation will be used by:</p> <ul style="list-style-type: none"> ● The project’s management to derive lessons learned on its implementation approach and processes. ● UNFPA, UNESCO, and UNDP to validate the relevance of the project’s model and use the evaluations’ best practices and recommendations for future programming. ● The project’s funder (PBF) to assess the project’s relevance, coherence, and implementation approach. ● Any relevant partners interested in the thematic area to use the evaluation findings and recommendations in their programming and implementation. <p>Methodology:</p> <p>The evaluation will use a multiple-method (qualitative and quantitative) approach for data collection, including document review, interviews/ focus group discussions with implementing partners, beneficiaries and other stakeholders, participatory analysis, and observations through field visits, as appropriate. The qualitative data will be complemented with quantitative data to minimize bias. Quantitative data will be compiled through desk review of documents including implementing partner reports, to obtain relevant data on key indicators that measure change at output and outcome levels.</p> <p>These complementary approaches described above will be used to ensure that the evaluation: responds to the information needs of users and the intended use of the evaluation results, participation and</p> |
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consultation of key stakeholders and provides credible information about the benefits for recipients and beneficiaries (women and youth) through triangulation of collected data such as the baseline data conducted for the project which will be made available to the consultant.

The evaluation will be guided by the following questions based on the OECD DAC evaluation criteria:

(a) Relevance – assessing to what extent the intervention respond to conflict drivers and factors for peace identified in the conflict analysis, and continue to do so if circumstances change

- **Was the project appropriate and strategic to the main peacebuilding goals and challenges in the country at the time of its design? Did relevance continue throughout implementation?**
- Do the project stakeholders and target groups find the project useful? Were they consulted during design and implementation of the project?
- **Was the project relevant to the UN ‘s peacebuilding mandate and the SDGs, in particular SDG 16?**
- Are the project activities and outputs consistent with the intended outcomes and objective?

(b) Coherence- assessing the compatibility of the project with other projects in a country, sector, or institution

- Did Programme activities overlap or duplicate with similar interventions implemented by UNFPA, UNESCO, UNDP, or Government.
- Is there synergy or complementarity between the project interventions and other PBF interventions or that of other development partners?

(c) Effectiveness - assessing the extent to which the intervention achieved, or is expected to achieve, its objectives, and its results, including any differential results across groups

- To what extent has the project's targeted results been achieved?
- Has the UNFPA, UNESCO, and UNDP partnership strategy been effective? What are the factors that contributed to its effectiveness or ineffectiveness?
- Where planned geographic areas and target groups successfully reached?
- In which areas did the project perform best? Why and What are the facilitating factors? How can the project build and/or develop these results?
- In which areas did the project perform less? What were the limiting factors and why? How could they be overcome?
- Was the project monitoring system adequately capturing data on peacebuilding results at an appropriate outcome level?
- To what extent has the project contributed to gender equality, women's empowerment, gender responsive peacebuilding and the realization of human rights?

(d) Efficiency - assessing the extent to which the intervention delivers, or is likely to deliver, results in an economic and timely way

- How cost-effective is the project? Were the financial resources used appropriate/proportionate to the quality of the results achieved?
- How efficient is the overall management of the project (e.g., project team composition, coordination modalities between partners, implementation processes)?
- To what extent do the M&E systems used by UNFPA, UNESCO, and UNDP ensure efficient and effective project management? What challenges have been experienced in ongoing monitoring of the project implementation and what improvements could be made?
- Were there delays to project implementation? Did these delays create missed opportunities to address time-sensitive peacebuilding opportunities?

(e) Impact - assessing the extent to which the project has generated or is expected to generate significant positive or negative, intended, or unintended, higher-level effects

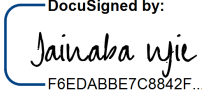
- To what extent does the project contribute to strengthening the foundations in ensuring peaceful democratic processes in the prevention of violence and hate speech?

(f) Sustainability - assessing to what extent the net benefits of the intervention continue, or are likely to continue

- To what extent are the project results likely to be sustained in the long- term?
- How can sustainability aspects of the project be improved/ How should the project's hypotheses and assumptions be revised to improve sustainability prospects of the initiative?
- Are stakeholders ready to continue supporting or carrying out specific project activities; replicate the activities in other regions or sectors of the country; adapt project results in other contexts?

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| | <ul style="list-style-type: none"> ● Did project design include strategies to ensure sustainability and exit strategy (including promoting national/local ownership, use of national capacity etc.) to support positive changes in peacebuilding after the end of the project? ● How has the project enhanced and contributed to the development of national capacity in order to ensure suitability of efforts and benefits? <p>(g) Implementation process</p> <ul style="list-style-type: none"> ● Were roles and responsibilities amongst stakeholders clearly identified? ● What kinds of implementation problems emerged and how are they being addressed? ● Was the project responsible for any unintended negative impacts? ● Why are some implementing partners not implementing activities as well as others? ● How was technical assistance provided and what was the quality? What are the project's strengths and weaknesses? <p>(h) Catalytic:</p> <ul style="list-style-type: none"> ● Was the project financially and/or programmatic catalytic? ● Has PBF funding been used to scale-up other peacebuilding work and/or has it helped to create broader platforms for peacebuilding? <p>(i) Gender:</p> <ul style="list-style-type: none"> ● Has the project effectively contributed to the creation of favorable conditions for gender equality? ● What has been the impact of the project outcomes on wider policies, processes and programmes which enhance gender equality. ● Were there attempts to address gender concerns or mainstream gender into project activities? ● How important were the gender-related interventions to achieve the project's objectives? ● To what extent has the project contributed to a sustainable change of gender roles and relations <p>(j) Innovation:</p> <ul style="list-style-type: none"> ● Was innovation mainstreamed at the project design stage? ● Were there any innovative activities implemented as part of the project? |
| <p>Scope of work:</p> <p><i>(Description of services, activities, or outputs)</i></p> | <p>The scope of the consultancy will cover Banjul, Kanifing (KMC), West Coast Region (WCR), Upper River Region (URR), Central River Region (CRR), and North Bank Region (NBR) as the target Regions of the project.</p> <p>The following deliverables are expected:</p> <ul style="list-style-type: none"> ● An inception report to be provided. The inception report should capture relevant information such as proposed methods; proposed sources of data; data collection procedures and tools, including an interview guide, which will be reviewed and approved by the project team. The inception report should also include an evaluation matrix which should include, proposed schedule of tasks, activities, and deliverables. ● An interim evaluation report with findings and recommendations. ● A presentation to stakeholders including the evaluation reference group which will consist of (Representatives from UNFPA, UNESCO, UNDP, PBF Secretariat, NYC and the MoYS) with interim findings at the end of the field mission. ● A final validated evaluation report. ● A 2-page Evaluation Brief - to summarize key findings, conclusions, and recommendations for the main intended evaluation users. <p>The final report should contain at least the following annexes:</p> <ul style="list-style-type: none"> ● Terms of Reference for final evaluation ● Itinerary ● List of meetings attended ● List of persons interviewed ● Details of evaluation methodology ● Summary of field visits ● List of documents reviewed ● Any other relevant material, including data collection tools <p>In addition, the final evaluation report should be jargon free, clear, and simply written. It should address comments/inputs from the evaluation reference group at the end of the field mission. The main body of</p> |

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| | <p>the report should not exceed 25 pages and should include an executive summary, brief project background, findings, and recommendations. Technical information should be included in appendices only. Analysis of project achievements should always be backed up with relevant data, with reference to the data source. Recommendations should be specific and include relevant details for how they might be implemented.</p> |
| Duration and working schedule: | <p>The duration for the consultancy will be a total of 40 working days spread over eight weeks. The evaluation starts from the day the consultant signs the contract with UNFPA. A written official communication will be communicated mid and end-day of the project.</p> |
| Place where services are to be delivered: | <p>The consultant will not be assigned an office to complete the tasks. The Consultant is also expected to provide his/her own computer/laptop and other services needed to complete the task.</p> |
| Delivery dates and how work will be delivered (e.g., electronic, hard copy etc.): | <p>Soft and hard Copy of validated final evaluation report.</p> <ul style="list-style-type: none"> ● A maximum of 15 Days –field work ● A Maximum of 15 Days – Report Writing ● 5 Days- Inception meeting, interim evaluation meetings ● 5 Days- Presentation of findings to the reference group, final validation report |
| Monitoring and progress control, including reporting requirements, periodicity format and deadline: | <p>Continuous update on progress to the PBF Programme Manager and the Reference Group. As a minimum, there should be weekly updates on progress.</p> <p>The inception report which will frame field work needs to be approved by the Reference Group, which includes PBF Secretariat, PBF HQ, and other key stakeholders from recipient organizations and involved partners.</p> <p>The draft versions of the report will be reviewed by the Reference Group, which will provide consolidated feedback within one week.</p> <p>The final version of the evaluation report will need to reflect key elements of feedback from the Reference Group, as final payment of the work will be delivered upon the satisfactory updated version of the final evaluation report.</p> |
| Supervisory arrangements: | <p>The consultant will work very closely with UNFPA, UNESCO, and UNDP. The consultant will report to the Programme Analyst Adolescent and Youth and the PBF Manager- UNFPA; but will closely work with the Reference group, UNESCO-Programme officer, and UNDP- Project Associate. The PBF Manager will act as a coordination focal point between the consultant and the reference group.</p> |
| Expected travel: | <p>Travel to the regions at the consultant's cost, cost breakdown of which should be provided on the technical proposal, project technical team will support with the identification of upcountry site visits where necessary.</p> |
| Required expertise, qualifications, and competencies, including language requirements: | <p>The following qualifications are required:</p> <p>Education and Certification:</p> <ul style="list-style-type: none"> ● The candidate must have a postgraduate degree in statistics, demography, gender studies or social science with at least five years' work experience in Evaluation, ideally in the area of Peacebuilding and/or at least in the area of development and youth empowerment. <p>Experience:</p> <ul style="list-style-type: none"> ● Proven experience in conducting end project evaluations, including five years of working experience in carrying out evaluations. ● In depth knowledge and experience on women and youth participation in decision making or leadership, gender analysis, governance, and community engagement ● Clear and in-depth understanding of social and gender issues of The Gambia Excellent analytical, report writing and communication skills ● Knowledge of evaluation on capacity building activities and familiarity with the theory of change technique <p>Language Requirements:</p> <ul style="list-style-type: none"> ● Fluency in oral and written English. ● Ability to speak and understand local languages will be an advantage <p>Proposals should include:</p> <ul style="list-style-type: none"> ● An up-to-date CV ● Short overview of how the candidate meets the qualifications, experience, and skills requirements (no more than one page) ● Description of proposed approach |

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| | <ul style="list-style-type: none"> • Detailed technical and financial proposal – including projected travel and in-country accommodation and subsistence costs. • An example piece of work from a similar assignment. <p>Open to Gambians and non-Gambians.</p> |
| <p>Inputs / services to be provided by UNFPA or implementing partner (e.g., support services, office space, equipment), if applicable:</p> | <p>No other UNFPA services will be provided.</p> |
| <p>Other relevant information or special conditions, if any:</p> | <p>COA: Project: GMB08201 Activity: YPEVALUATION Fund Code: UJA99</p> |
| <p>Signature of Requesting Officer in Hiring Office:  F6EDABBE7C8842F...</p> <p>Date: 26-Oct-2022</p> | |