

ANNEX 7: Terms of Reference for the Evaluation

The following TORs are extracted (verbatim) from the document “Addressing reproductive rights and health needs of young people after ICPD: the Contribution of UNFPA and IPPF” issued at the time that bids were invited for the evaluation.

Short description of the evaluation

The Ministry for Economic Co-operation and Development (BMZ) of Germany, the Danish International Development Assistance (DANIDA), the Department for International Development of the United Kingdom (DFID), the Netherlands Ministry of Foreign Affairs and the Norwegian Ministry of Foreign Affairs intend to jointly sponsor an evaluation of a number of key aspects of the implementation of the Programme of Action of the 1994 International Conference on Population and Development (ICPD) by (i) the United Nations Population Fund (UNFPA) and (ii) the International Planned Parenthood Federation (IPPF).

The evaluation is geared to those key issues of the ICPD Programme of Action and the ICPD + 5 review, which have not been extensively covered by recent evaluations, i. e. in the area of reproductive rights and health for young people.

The primary purpose of the planned evaluation is to assess the performance of UNFPA country offices and member associations of IPPF (FPAs) in selected countries in promoting reproductive rights and health, with the aim of achieving behavioural change and with particular emphasis on adolescents and youth. The ultimate goal is to contribute to a better understanding of the conditions for the success of such work (best practices) and to draw strategic lessons for the future.

The evaluation will be based on an empirical approach, by undertaking up to six country studies, three in Africa, two in Asia and one in Latin America. The country studies will serve as a basis for a final synthesis report.

The intended audience for this evaluation includes the donor community at large and especially those donors supporting this evaluation; the governing bodies as well as management and staff of UNFPA and IPPF, both at central as well as decentralised levels; governments and other development partners; and the general public interested in questions of population and development.

Key questions

The primary purpose of the planned evaluation is to assess the performance of UNFPA country offices and FPAs in selected countries in promoting reproductive rights and health, with the aim of achieving behavioural change and with particular emphasis on adolescents and youth. The evaluation will hereby clarify how UNFPA and IPPF contribute to implement key aspects of the ICPD Programme of Action.

The evaluation will consider the whole range of reproductive rights and health needs of adolescents and youth as defined in the ICPD Programme of Action and in the policies of UNFPA and IPPF. However, as not all issues are of the same importance in all countries, each country study will be focused on priority issues, which will be identified at a later stage.

The following general questions will guide the evaluation:

- The extent to which UNFPA country offices and FPAs promote the concept and practice of reproductive rights in the respective countries
- The extent to which both organisations take into consideration the different cultural interpretations of reproductive rights and the influence of socio-cultural, gender-specific, religious and political factors on the practice of reproductive rights.

- The extent to which both organisations are effective in promoting behavioural change of and towards male and female adolescents and youth, in particular safe and healthy sexual behaviour.
- The extent to which both organisations are effective in stimulating an enabling environment for policy development in the field of reproductive rights and health of young people.
- The extent to which the work of both organisations is characterised by a strategic approach in contributing to the response of governments and civil society to the reproductive rights and health needs of young people.
- The extent to which both organisations contribute to the development of policies, strategies, and programmes responding to the needs of male and female adolescents and youth, in particular unmarried, out-of-school, poor and rural young people.
- The extent to which both organisations have the competencies and skills in order to provide high quality technical support and to promote lesson learning and best practice in the field of reproductive rights and health of young people.
- The extent to which both organisations promote the participation and empowerment of male and female adolescents and youth.
- The extent to which both organisations are gender sensitive in addressing reproductive rights and reproductive health needs of young people.
- The extent of complementarity and coherence of the approaches of UNFPA and FPAs and the extent of co-operation between both organisations.
- The extent of relevance, scope and effectiveness of co-ordination arrangements and partnerships between both organisations and other actors in the field of reproductive rights and health.

Once specific terms of reference for the country studies have been developed and agreed upon, these general questions will be reviewed. As part of the process of their further elaboration, a regrouping of questions under the evaluation criteria of relevance, efficiency and effectiveness will be given full consideration.

Methodology

The evaluation will be based on an empirical approach, by undertaking up to six country studies. The case studies will be followed by a final report, synthesising best practices identified and the strategic lessons learned.

The consultant teams for the country studies should be composed of three to four professionals, recruited both locally and internationally. The teams should be gender sensitive and gender balanced. One younger professional of the age of under 30 years should also be included. The consultant teams should be familiar with the socio-cultural context of the countries selected, have experience in evaluating complex sets of issues, and represent a range of expertise from the following fields:

- Policy and programme design, management and evaluation in reproductive rights and health;
- Health systems analysis
- Organisational and institutional development; capacity development;
- Adolescent and youth reproductive rights and health;
- Advocacy;
- Gender;
- Behavioural change and Information, Education and Communication;
- Donor co-ordination.

Prior to the fieldwork, the evaluators will review important documents on reproductive rights and health needs of adolescents and youth, including policy statements of UNFPA and IPPF as well as previous evaluations. The evaluation teams should give the findings from earlier evaluations of UNFPA and IPPF due consideration.

Besides programme and project documents, the teams will review all available material related to the specific evaluation focus of each case study, such as Demographic and Health Surveys, Knowledge, Attitudes and Practices Surveys as well as policy and legal documents.

In case substantial country specific surveys reflecting the perspective of adolescents and youth on their reproductive rights and health needs are not available, and in order to ensure that the point of view of adolescents and youth is given full consideration in the evaluation, local research and other institutions should be contracted as far as possible to conduct stakeholder surveys prior to the arrival of the evaluation team. Such surveys should be designed and conducted in co-operation with the national FPA and the UNFPA country office.

During their field visits, the evaluation teams will methodologically follow a qualitative approach and use a broad range of methods, such as in-depth individual interviews, focus group discussions, and semi-structured interviews. The methodology required for each country case study will be laid out in the inception report by the respective consultant team.

Key interview partners for the evaluation are UNFPA and FPA staff and volunteers at different levels in the selected countries and in regional offices and headquarters; government officials, including parliamentarians; representatives of civil society, including denominational groups and non-governmental organisations; and bilateral as well as multilateral donor agencies. Site visits will be made to selected UNFPA and IPPF supported projects, including visits to rural areas. The consultant teams will also conduct interviews with the target groups.

In order to involve stakeholders in the evaluation process, short workshops should be held at the beginning and the end of the field studies to inform participants about the goals and objectives of the evaluation and to discuss the main findings with them before the evaluation team leaves the country.

Steering and supervision

A Steering Group consisting of representatives of Denmark, Germany, the Netherlands, Norway and the United Kingdom as well as of UNFPA and IPPF will be responsible for the oversight and management of the evaluation.

The Steering Group may decide to establish an advisory mechanism (Advisory Group of not more than five senior experts in the field of population and development) with a view to obtain additional quality assurance inputs for intermediate and final evaluation products.

The results of the evaluation will be discussed with the governing boards of both UNFPA and IPPF. A follow-up of the evaluation will be initiated, in order to ensure as far as possible that key recommendations will be acted on.

Tasks of consultant

The consultant will assume the overall responsibility for designing and implementing the evaluation, which includes the following tasks:

- Developing an overall work plan and evaluation strategy.
- Pre-selecting international and national evaluators for the country case studies.
- Developing detailed terms of reference for each country case study on the basis of the framework terms of reference outlined above. The country terms of reference should be sensitive to the country specific situation and identify priority issues in the area of reproductive rights and health of young people. The terms of reference will specify (i) the approach and methodology to be used in the country case study, including the stakeholder surveys to be conducted locally, (ii) the tasks of the evaluation team

members, including the international and national experts, (iii) the modalities for assuring the participation of the UNFPA country offices, the FPAs as well as national partners of both organizations, (iv) stakeholder workshops to be organised at country level, and (vi) the projected timetable.

- Co-ordinating and supervising the country case studies, including the management of in-country stakeholder surveys and evaluation field work, the preparation and facilitation of in-country workshops, the presentation of preliminary findings and the oversight of country reports.
- Drafting of a detailed outline for the synthesis report.
- Drafting of synthesis report.
- Ensuring regular and systematic communication and consultation with and between the Steering and Advisory Group, if established. Between meetings, the communication will be carried out predominantly by electronic means.
- Establishing and managing a special web site for the evaluation.
- Preparing, servicing, and following-up workshops and meetings of the Steering and Advisory Group.
- Managing the pooled financial contributions of donors, securing a cost-effective financial and administrative management of the evaluation, including keeping of separate accounts and securing compliance with any conditions attached by donors to their contributions.

With regard to the range and complexity of the above-described tasks the main consultant will be authorised to sub-contract work to other consultants, subject to prior approval by the Steering Group.

Specific products of the evaluation

The consultant will assume the overall responsibility for drafting the following documents to be submitted to the Steering and Advisory Group:

- Overall work plan and evaluation strategy
- Country terms of reference (in English and as necessary in French or Spanish);
- Inception reports for country studies;
- Country study reports (in English and with executive summaries in French or Spanish as necessary);
- Outline for synthesis report;
- Final version of synthesis report, including the preparation of its publication;