



## TERMS OF REFERENCE

### **Consultant: Evaluation Research Assistant Support to Corporate Evaluations 2015-2016**

Position: Consultant – Evaluation Research Assistant

Department: Evaluation Office

Duration: 15 months (1 July 2015 – 30 September 2016). Potential extension of 3 months if required.

Time: A maximum amount of 238 working days.

Location: UNFPA HQ, New York

#### **Introduction**

Under the direct supervision and guidance of an Evaluation Office adviser, the Research Assistant will support the Evaluation Office conducting two corporate evaluations. This assignment will last from 1 July to 30 September 2016. This consultancy will be desk-based, working from the UNFPA Evaluation Office in New York City.

#### **Background**

The 2015-2016 programme of work of the Evaluation Office identifies a number of corporate evaluations addressing organization-wide themes. Corporate evaluations consist of independent exercises undertaken or commissioned by the Evaluation Office in order to assess issues that contribute to achieving the goals of the UNFPA strategic plan with regard to development effectiveness and organizational performance. In 2015, the Evaluation Office will launch two corporate evaluations:

- End-line evaluation of H4+ Partnership – Joint support to improve women's and children's health
- Mid-term evaluation of the Global Programme to Enhance Reproductive Health Commodity Security (GPRHCS – Phase II, 2013-2020)

See Annex 1 for more details on the two planned corporate evaluations.

#### **Key Tasks and timetable**

The Evaluation Office seeks to contract a consultant to support the design and implementation of H4 and GPRHCS evaluations throughout the preparatory, data collection, and reporting phases. In particular, the evaluation research assistant will be expected to:

#### A. Preparatory phase

- Documentary review: (i) define and analyze the portfolio of interventions for each programme under evaluation; (ii) collect internal documentation, including liaising with, and collecting data from UNFPA regional and country offices as well as consultation with other HQ administrative units (Programme Division, Technical Division); (iii) prepare literature review to capture external documentation; (iv) Complement existing data sources, with the design and implementation of surveys to capture additional information.
- Documentation registry: set up, populate and maintain the Google drive for each evaluation throughout the evaluation process.
- Financial analysis: (i) Produce qualitative and quantitative analyses of, inter alia, trends in UNFPA budget and expenditure, the type of resources spent (core/non-core; earmarked/un-earmarked), donors, and project outcomes; (ii) Develop and refine methodology(ies) to capture expenditure on thematic areas not explicitly tracked in Atlas (UNFPA project management and financial reporting system); (iii) Liaise with country and regional offices to obtain additional data/information on UNFPA expenditure.
- Sampling: (i) identify country case studies through collection and analysis of key data including (yet not limited to): country background; expenditure; a series of relevant health sector and family planning indicators; Human development and gender indexes, etc. (ii) prepare related briefing notes/presentations.
- Stakeholder mapping: identify key stakeholders at global and regional levels for each programme under evaluation (including contact details).

#### B. Data collection Phase

- Support the organization of field missions and the implementation of desk case studies; liaise with selected country offices.
- Support the extended desk review including design, launching and follow-up of on-line surveys.
- Prepare reference group meetings, take minutes and liaise with members of the reference group as well as evaluation team.
- Provide other research and analytical support as required.

#### C. Reporting Phase

- Under the guidance of the evaluation manager, edit (in accordance with UN guidelines) the evaluation products.

- Produce PowerPoint presentations, graphs, tables and diagrams as required; draft briefing notes.

D. Contribute to research, analysis and other administrative support of the evaluations as requested.

This assignment will require regular contact and interaction with other business units at UNFPA, including regional and country offices. Support shall be provided with flexibility and in a collegial manner.

On the commencement of the contract, the consultant and the Evaluation Office supervisor will agree on a tentative schedule of work. This timetable will be adjusted based upon the requirements of each evaluation.

### **Duration and Payment of Fees**

The assignment will be for a maximum of 238 working days from July 2015 to September 2016. The exact number of days will be specified in the contract.

On commencement of the assignment the Research Assistant and the Evaluation Office coordinator will agree on a detailed work plan. Monthly payments will be made against a short monthly progress report (2 page) detailing all tasks undertaken. This monthly progress report will be submitted to the Evaluation manager for approval.

### **Expertise and Skills**

The candidate must have a strong background in research and analysis, with a Master's level degree or equivalent in a relevant field (international development; public policy; social development):

- Strong background or solid grasp of international development issues;
- Experience in research and/or work in the key themes of the thematic evaluations or background in related areas;
- Experience of research analysis in evaluation of development programmes;
- Excellent skills in quantitative and qualitative analysis of data;
- Experience in working with UN agencies or other organization in the field of evaluation;
- Excellent writing skills;
- Excellent team work and organization skills;
- Sound mastery of information technology (Word, Excel, PowerPoint, STATA) and data presentation techniques;
- Knowledge of ATLAS is an asset.

Fluency in English is essential, working knowledge of Spanish and French would be an advantage.

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## Annex 1

### **A. End-line evaluation of H4+ Partnership – joint support to improve women’s and children’s health**

In 2008 UNICEF, UNFPA, WHO, and the World Bank<sup>1</sup> launched the H4 partnership harmonizing support provided to the countries in their efforts to accelerate progress on the reduction of maternal mortality, and improve reproductive health including maternal and newborn health (MNH). This partnership became known as “H4+” when UN Women and UNAIDS joined this common initiative in 2011-12. The goal of H4+ is to accelerate global progress in Sexual Reproductive, Maternal, Newborn and Child Health (SRMNCH) particularly through accelerating progress toward achieving the Millennium Development Goals numbers 4 (*Reduce Child Mortality*) and 5 (*Improve Maternal Health*). In 2010, the United Nations Secretary General spearheaded a global movement known as Every Woman, Every Child (EWEC) to mobilize and intensify global action to improve the health of women and children around the world; the H4+ became the technical arm to implement EWEC.

H4+ received support through a five year (2011-2016) USD 50 million grant from Canada specifically directed at country-level initiatives in five African countries (Burkina Faso, the Democratic Republic of Congo, Sierra Leone, Zambia and Zimbabwe). Subsequently, Sweden International Development Agency (Sida) supported an additional 6 country (Cameroon, Cote d’Ivoire, Ethiopia, Guinea-Bissau, Liberia and Zimbabwe) through a USD 52 million grant for the period 2013-16. The H4+ programme in Canada and Sida supported countries is known as “H4+ Joint Programme.” The H4+ Joint programme is supporting: (i) country level efforts to fulfill commitments made under the EWEC; and (ii) global and regional initiatives for accelerating progress towards MDGs 4 and 5 by strengthening national health systems for the provision of comprehensive integrated gender sensitive and equitable SRMNCH plans.

An end line evaluation of the H4+ Joint programme under H4+ Canada and Sida collaboration will be undertaken in 2016 with a view to providing an overall independent assessment of H4+ support to Sexual Reproductive, Maternal, Newborn and Child Health at policy and programme level; the innovations promoted to apply local solutions and effectiveness of coordination

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<sup>1</sup> The World Bank joined H4 in order to increase its collaboration in the SRH/MNCH field and support EWEC.

mechanism at country, regional and global levels; and to identify key lessons learned for future strategies. The Evaluation Office will explore the possibilities to conduct this evaluation jointly with UNICEF and WHO. The preparatory work for the evaluation will be launched in the second quarter of 2015 with a view to delivering a final evaluation report in the last quarter of 2016.

## **B. Mid-term evaluation of the Global Programme to Enhance Reproductive Health Commodity Security (GPRHCS II 2013-2020)**

The Global Programme to Enhance Reproductive Health Commodity Security (GPRHCS) was launched in 2007 to provide multi-year comprehensive support to 12 countries; targeted funding for specific initiative in 34 countries; and ad hoc funding for humanitarian interventions in selected countries. The aim of the programme was to assist the selected countries make rapid progress towards Reproductive Health Commodity Security (RHCS), hence contributing to accelerating progress toward achieving of the programme of action of the International Conference on population and Development (ICPD) and the Millennium Development Goals number 5.b (universal access to reproductive health). In 2013, the GPRHCS entered its second phase (2013-2020) as one of UNFPA main mechanisms for contributing to universal access to reproductive health in 46 countries, and to the achievement of the FP2020 goal of the London Family Summit of enabling 120 million women in the world's poorest countries to access and use contraceptives in these countries. While procurement of reproductive health supplies has remained a core function, in its second phase, the GPRHCS supports capacity development with a view to ensuring sustainable approaches to RHCS in programme countries. The GPRHCS Phase II programme document estimates that the total resources required are of approximately USD 1.9 billion from 2013 to 2020 with annual budgets progressively increasing over the eight-year period. In 2015, the GPRHCS Phase II is funded at about USD 200 million to cover largely RH commodity and capacity building support to the 46 countries as well as other interventions at the global and regional levels.

In 2013, the GPRHCS II underwent an evaluability assessment to ascertain whether its objectives are adequately defined; assess the strength and coherence of its design and logic as well as the verifiability of its expected results. The exercise also aimed at assessing the extent to which the programme could be evaluated in a reliable and credible manner at midterm and final stages of the programme. Considering the very challenging national contexts in which the GPRHCS operates, the evaluability assessment pointed at the benefits of undertaking a mid-term evaluation after two to three full years of implementation. The midterm evaluation will aim at assessing the continued relevance of GPRHCS interventions and the progress made towards achieving its planned objectives. It will provide an opportunity to make modifications to ensure the achievement of these objectives by 2020. In addition, the midterm evaluation will provide an opportunity to ascertain that interventions under the GPRHCS II are implemented in an efficient manner.

To ensure the independence, it was agreed by the GPRHCS management team as well as the members of the reference group who oversaw the evaluability assessment (including

representatives from the Netherlands and United Kingdom governments), that the midterm evaluation should be managed by the Evaluation Office. The preparatory work for the evaluation will be launched in the second quarter of 2015 with a view to delivering a midterm evaluation report in 2017.