



United Nations
Educational, Scientific and
Cultural Organization

Organisation
des Nations Unies
pour l'éducation,
la science et la culture

Expression of Interest

Mid-term evaluation of UNESCO Guerlain Women for Bees project

August 2023

The United Nations Educational, Scientific and Cultural Organization (UNESCO) is a specialized agency of the United Nations (UN). Its declared purpose is to contribute to peace and security by promoting international collaboration through educational, scientific, and cultural reforms in order to increase universal respect for justice, the rule of law, and human rights along with fundamental freedom proclaimed in the United Nations Charter. In addition to Headquarters in Paris, it has over 50 field offices, and employs about 2,000 staff

Reference: SC / EES / ESP / Women for Bees / 2023

Date: 3 August 2023

Request:

UNESCO's Division of Ecological and Earth Sciences is currently seeking proposals from qualified individual(s) to conduct the **Mid-term evaluation of UNESCO Guerlain Women for Bees project** described in the Terms of Reference (below). The evaluation is expected to take place between September 2023 and January 2024. The estimated effort for this exercise is 50 working days.

How to apply:

To enable you to prepare a proposal for this assignment, please find attached the Terms of Reference.

Interested individuals should submit their application by **Wednesday 20 September 2023 at 23:59 CET** to Mr. Maximilien Gueze (m.gueze@unesco.org) with copy to Ms. Tina Greggila-Jouini (t.greggila-jouini@unesco.org). Please specify 'Expression of interest – Mid-term evaluation of UNESCO Guerlain Women for Bees project' in the email subject line.

Your written proposal should comprise:

(a) A Technical Proposal consisting of:

- i. The individual(s) planning to bid on the evaluation. Include updated and abridged curriculum vitae for each person.
- ii. Description of how the evaluator cover all the qualifications as defined in the Terms of Reference (1-2 pages)
- iii. A statement indicating what experience, practices, areas of expertise and/or specialization distinguish you and make you a good fit for this assignment (maximum half a page)

- iv. Provide 2-3 executive summaries from recent evaluation reports you have completed.

(b) A Financial proposal¹ consisting of:

- i. The overall cost of the assignment quoted in US dollars or in euros only. Include the daily rates of the consultant (or team members) as well as other overheads or incidentals.
- ii. Mission costs including travels and on-site subsistence costs.

UNESCO places great emphasis on ensuring that the objectives of the work assignment, as described in the Terms of Reference, are met. Accordingly, in evaluating the proposals for the assignment, attention will focus first and foremost on the technical elements. From those proposals deemed suitable in terms of the criteria in the Terms of Reference, UNESCO shall select the proposal that offers the Organisation best value for money.

Thank you for your interest in this UNESCO assignment; and we look forward to receiving your proposal.

Meriem Bouamrane
Chief of Section
Section for Research and Policy for Ecology and Biodiversity of the Man and the Biosphere Programme
Division of Ecological and Earth Sciences
Natural Sciences Sector
UNESCO

¹ The Financial proposal is to be presented as a stand-alone document separated from the Technical proposal.

Attachment A

Terms of Reference

UNESCO Guerlain Women for Bees

Mid-term Evaluation - Terms of Reference

Background

As the only United Nations organization with a mandate for education, science, and culture, UNESCO develops and coordinates global standards and programs that link nature and culture to conserve biodiversity and ensure its sustainable use. The Man and the Biosphere (MAB) Programme is one of these major frameworks, designating biosphere reserves where humans share a way of living in harmony with nature.

UNESCO has established a partnership with LVMH to strengthen the connection between biodiversity conservation and its sustainable use within biosphere reserves. In this context, Guerlain, one of LVMH's "Maisons," is committed to promoting the conservation and sustainable use of bees within biosphere reserves through a partnership with UNESCO signed in October 2021.

The project "Women for Bees," which spans five years (2021-2025) and is supported by Guerlain (with a total budget of 1.4 million euros), aims to empower women through training and exchange of knowledge and know-how in sustainable beekeeping. Female beekeepers are supported in developing their activities and integrated into a global network that plays a crucial role in knowledge transmission. The program also seeks to enhance our understanding of pollination and interactions between humans and biodiversity by providing capacity-building opportunities to communities living in biosphere reserves and training young researchers in fields related to supporting beekeeping activities.

The project is implemented in biosphere reserves within the World Network and the participants are selected jointly with the MAB national committees, local biosphere reserve managers, and resident communities of the MAB.

In 2023, the project steering committee wishes to conduct a mid-term evaluation to assess the conditions of its implementation and, if necessary, to reorient it. This document provides the terms of reference for the external mid-term evaluation.

Purpose and Use

According to the project agreement and UNESCO's evaluation policy, an external mid-term evaluation can be conducted for projects with a budget exceeding USD 1,500,000. In the case of the "Women for Bees" project, the responsibility for this evaluation lies with the Assistant Directors-General in charge of the sector, in accordance with UNESCO's evaluation procedures.

The external mid-term evaluation aims to assess the progress to date in project implementation, gather feedback from beneficiaries and stakeholders involved, identify challenges and barriers to project implementation, and identify opportunities and best practices to address these potential challenges.

The main users of the evaluation results are the Man and the Biosphere Programme (MAB), which is responsible for project implementation, with the support of field offices, MAB national committees, and national commissions for UNESCO, biosphere reserves within the World Network, scientific partners, and the partner (Guerlain). The results of the external mid-term evaluation will also be useful for the final evaluation of the project in 2025.

Objectives and Scope

The mid-term evaluation will cover the period from October 2021 to June 2023 and will focus on the project's objectives and the targets and performance indicators detailed in the project agreement.

Geographically, the evaluation will cover all countries where the 12 biosphere reserves in which the project has been implemented so far are located (Africa: Ethiopia and Rwanda; Asia-Pacific: Cambodia and China; Europe and North America: Bulgaria, Russia, France, and Slovenia).

The following is a list of indicative and generic evaluation questions. A more specific set of evaluation questions will be drafted and validated during the evaluation's inception phase.

Relevance

1. To what extent does the program address the needs of beneficiaries, particularly regarding the gender dimension in beekeeping?
2. To what extent will the program contribute to better consideration of the need to conserve biodiversity in the countries of project implementation?

Coherence

3. How has the Women for Bees program assisted/supported the MAB program?

Effectiveness

4. To what extent are the project's objectives being achieved, based on the performance indicators and deliverables defined at the beginning of the project?
5. Are there any changes in the project's perception between the signing and launch date and the current situation? If so, what are they, and what are their consequences?
6. To what extent is the scientific component of the project being implemented?

Efficiency

7. Do the respective roles of the two partners in implementing activities and achieving results (performance indicators) meet the project's objectives?
8. To what extent is the project's communication framework understood, shared, and implemented by both partners? Do the communication activities conducted jointly or separately by the partners meet the project's objectives and the overall spirit of the partnership?
9. To what extent is the four-step project implementation strategy relevant and adapted to the different countries of project implementation?

Impact

10. To what extent has the training of beneficiaries been sufficient to meet their needs?
To what extent have the tools provided to beneficiaries been deemed useful?
11. What have been the unintended effects of the intervention, if any?

Sustainability

12. To what extent has the Women for Bees programme fostered the engagement of various local stakeholders in biodiversity conservation?
13. To what extent do the involved biosphere reserves have good beekeeping practices to conserve biodiversity and use it sustainably?

Design and Methodology

Potential bidders must develop an evaluation approach and methodology in their technical proposals in response to these terms of reference.

The evaluation approach should combine multiple and complementary evaluation methods and strategies for the collection of quantitative and qualitative data. Potential bidders are recommended to use innovative, participatory, and culturally sensitive evaluation approaches and techniques and consider adopting a theoretical approach using methods such as theory of change.

These terms of reference contain an indicative set of key dimensions and evaluation questions. The evaluator(s) will further elaborate the methodology, including the full list of evaluation questions, in the inception report, following consultations with the reference group for the evaluation.

The proposed evaluation methodology includes the following elements:

- Document analysis.
- Structured and semi-structured interviews (in person and/or remote) and focus group discussions with key informants to be identified in consultation with the reference group for the evaluation.
- Questionnaires and/or surveys.
- Two field visits and observations in biosphere reserves where the project is being implemented, with support from the relevant UNESCO offices. The sample for any field visit, the objective, and the location will be discussed and agreed upon with the reference group during the inception phase.

Roles and Responsibilities

The Natural Sciences Sector of UNESCO, with the support of the Division of Internal Oversight Service (IOS) of UNESCO, will manage and coordinate the evaluation and be responsible for the quality assurance of the results.

An independent external evaluation team will conduct the evaluation. The evaluator(s) will bring their expertise in the field, as well as their knowledge and understanding of the project's specificities and contexts.

The evaluation team will adhere to the evaluation norms and standards of the United Nations Evaluation Group (UNEG), the UNEG guidelines for integrating human rights and gender equality into evaluations, and the UNEG ethical guidelines for evaluation.

The evaluation team will generally be responsible for its own logistics, including office space, administrative and secretarial support, telecommunications, document printing, travel, etc. They will also be responsible for the administration and dissemination of all methodological tools, such as surveys, and logistical support related to travel. UNESCO will facilitate access to its headquarters staff, field offices, and institutes involved in project implementation.

The Section on Research and Policy for Ecology and Biodiversity of the MAB Programme is responsible for the overall management of the evaluation and quality assurance of deliverables. It will assist the evaluator(s) in obtaining all relevant documentation from the UNESCO Secretariat, including strategic and project documents, progress and monitoring reports, financial reports, narrative and evaluation reports, and any other relevant documentation related to interactions with UNESCO program staff implementing the project, as well as access to contact details of all relevant stakeholders and distribution lists.

Reference Group for the Evaluation

A reference group for the evaluation will be established to ensure the quality of the evaluation process, methodology, and results. The group will support the evaluation process by providing input on the composition of the external evaluation team, contributing to the development of evaluation questions, providing feedback on the initial report and draft evaluation report, and advising on appropriate actions in response to evaluation recommendations. Ms. Meriem Bouamrane, Chief of the Section on Research and Policy for Ecology and Biodiversity of the MAB Programme, will chair the reference group, which will also include representatives from the following entities:

- Guerlain
- UNESCO:
 - Division of Communication and Public Engagement (CPE)
 - Evaluation Office of the Division of Internal Oversight Service (IOS)
 - UNESCO Office in Phnom Penh (FU/PNP)

The reference group will meet periodically during the evaluation, either in person and/or through online communication.

Deliverables and Timeline

The evaluation team will produce three main written documents: (i) an initial report, (ii) a draft report, and (iii) a final report, and will organize an online workshop with stakeholders to validate the preliminary results and recommendations. The provisional and final evaluation reports will be written in English and structured as follows:

- a) An executive summary (maximum 3 pages)
- b) A report taking into account the evaluation scope:
 - Project background

- Evaluation objectives and methodology
- Key findings, including achievements and challenges that have impacted project implementation
- Lessons learned (both positive and negative experiences)
- Conclusions and recommendations
- Annexes (Terms of Reference, list of persons interviewed, data collection instruments, key documents consulted, statistics, and other evidence collected throughout the evaluation, consultant profiles, etc.)

The evaluation will span over 5 months, from September 2023 to January 2024.

The draft report will be submitted to UNESCO no later than December 15, 2023, and the final report by January 15, 2024. The schedule includes a workshop for presenting and discussing provisional results.

Activity/Deliverable	Timeline
Recruitment of the evaluation team	September 2023
Formal launch of the evaluation	End of September 2023
Initial report	Mid-October 2023
Data collection and analysis	October-December 2023
Draft final report	Mid-December 2023
Validation workshop	Beginning of January 2024
Final report	End-January 2024

The evaluation mission should need about 50 days of professional work, including two field visits (sites to be determined during the inception phase) of an estimated duration of 4 days each.

Required Qualifications

The recommended composition of the evaluation team includes two main members: a lead evaluator assisted by a junior evaluator/researcher, although other proposals will also be considered. The evaluators must possess the following qualifications:

Lead Evaluator:

- At least 10 years of professional experience in designing and conducting program, fund, and/or policy evaluations, research, and/or policy-related work in the field of regional and/or international development.
- Advanced university degree in natural sciences, social sciences, public policy, or related fields.
- Excellent oral and written communication skills in English and French.
- Excellent analytical skills and ability to produce concise and clear documents.
- Must not have been involved in implementing the activities under evaluation.

Other Team Members (Junior Evaluator/Researcher):

- At least 5 years of professional experience in conducting program and policy evaluations.
- Advanced degree in public policy or a field related to UNESCO's mandate.
- Excellent oral and report-writing skills in English and French.

Additionally, it is desirable for one or more external evaluators to have the following qualifications and characteristics:

- Advanced and proven knowledge of international research/studies related to the Women for Bees project.
- Professional experience in designing and conducting evaluations for international or regional/multilateral organizations.
- Familiarity with the United Nations system and other international organizations.
- Understanding and application of UN mandates on human rights and gender equality.
- Experience in missions for the United Nations.
- Experience in missions focused on evaluating partnerships and/or multi-stakeholder networks.

Preference will be given to evaluation teams that are gender-balanced and diverse in terms of geographic and cultural backgrounds. Qualifications will be verified based on the CVs provided to UNESCO. Additionally, references, internet links, or electronic copies of two recently completed evaluation reports must be provided.

Annexes

Relevant resources for the evaluation:

UNESCO (2023). UNESCO Evaluation Manual. Paris: UNESCO.
<https://unesdoc.unesco.org/ark:/48223/pf0000383948.locale=en>

UNESCO (2022). UNESCO Evaluation Policy. Paris: UNESCO.
<https://unesdoc.unesco.org/ark:/48223/pf0000381664.locale=en>

UNEG (2020). UNEG Ethical Guidelines for Evaluation. New York City: United Nations Evaluation Group. <http://www.unevaluation.org/document/detail/2866>

UNEG (2010). UNEG Quality Checklist for Evaluation Reports. New York City: United Nations Evaluation Group. <http://uneval.org/document/detail/607>

UNEG (2014). Integrating Human Rights and Gender Equality in Evaluations. New York City: United Nations Evaluation Group. <http://www.unevaluation.org/document/download/2107>

UNEG (2017). Norms and Standards for Evaluation. New York City: United Nations Evaluation Group. <http://www.unevaluation.org/document/download/27>

UNESCO relevant resources

UNESCO. General Conference (2022) Medium Term Strategy for 2022-2029 (41C/4). Paris: UNESCO. <https://unesdoc.unesco.org/ark:/48223/pf0000378083>

UNESCO General Conference (2022). 41C/5: Approved programme and budget 2022-2025: first biennium 2022-2023. <https://unesdoc.unesco.org/ark:/48223/pf0000380868.locale=en>