



Individual Consultancy for Country Programme Evaluation

TERMS OF REFERENCE	
Hiring Office:	UNFPA Cambodia Office (Monitoring and Evaluation)
Purpose of consultancy:	<p>The CPE will serve the following three main purposes, as outlined in the 2019 UNFPA Evaluation Policy: (i) demonstrate accountability to stakeholders on performance in achieving development results and on invested resources; (ii) support evidence-based decision-making; and (iii) contribute key lessons learned to the existing knowledge based on how to accelerate the implementation of the Programme of Action of the 1994 ICPD.</p> <p>Therefore, UNFPA Cambodia Country Office is looking for an international consultant, two national consultants and a Young Emerging Evaluator.</p>
Scope of work: (Description of services, activities, or outputs)	<p><u>Objective of the evaluation</u></p> <p>The main objective of this Evaluation is to assess the CP6 initiatives, systems and programmes in Cambodia, specifically:</p> <ul style="list-style-type: none"> A) to provide the UNFPA country office, national programme stakeholders, the UNFPA regional office, UNFPA headquarters and wider audience with an independent assessment of the relevance and performance of the UNFPA country programme for 2019-2023 B) to provide an analysis of how UNFPA has positioned itself to add value in an evolving national development context C) to draw key lessons from past and current cooperation and provide a clear set of forward-looking options leading to strategic and actionable recommendations for the next programming cycle. <p><u>Scope of the Evaluation</u></p> <p>The Evaluation will cover the time period of January 2019 to June 2022 (CP6 2019-2023). Given that the CP6 period covers 2019-2023, the timing of the Evaluation will mean that the final achievements and results of the CP are most likely not seen within the scope of the exercise.</p> <p>The Evaluation will address the criteria (relevance, coherence, effectiveness, efficiency and sustainability) and questions as defined in section 6 below, and will cover UNFPA assistance funded both from its core resources and other resources.</p> <p>Geographically, the Evaluation will cover UNFPA's work at both the national level and priority locations as defined by the Country Programme (Biography and Resources). The Evaluation will look at both interventions implemented by UNFPA Country Office and implementing partners.</p>



	<p>The Evaluation will assess the extent to which the current Country Programme, as implemented through the current approaches and recognizing diminished financial resources, will ensure achievement of intended results, and will provide both strategic and programmatic recommendations for the upcoming development of the new Country Programme (2024-2028) in line with the UNFPA strategic direction and focus and local context and needs.</p> <p>The evaluation shall make the best use of the UNEG and UNFPA evaluation guidelines, to the extent possible, especially the UNFPA Evaluation Handbook on How to Design and Conduct a Country Programme Evaluation in informing the whole evaluative process.</p> <p><i><u>The attached CP Evaluation Terms of Reference is an integral part of this consultancy. This includes the prescribed criteria, questions, methodological framework, and key phases, among others.</u></i></p>								
Duration and working schedule:	Phases	Key deliverables	Timeline						No. of paid days for team leader
			May	Jun	Jul	Aug	Sep	Oct	
	Design	<ul style="list-style-type: none"> ▪ Develop design report and present to UNFPA CO and ERG for feedback ▪ Finalize design report (Output: Evaluation design report completed) 	x						10 days
Field	<ul style="list-style-type: none"> ▪ <u>Primary data</u>: key informant interviews and Focused Group Discussions ▪ <u>Secondary data</u>: desk evaluation of previous and relevant documents ▪ Present preliminary findings and conclusions to ERG for feedback (Output: field data collection completed) 		x	x				25 days	



	<p>Reporting</p> <ul style="list-style-type: none"> ▪ Write 1st draft Evaluation report and submit to UNFPA CO ▪ Finalize Evaluation report ▪ Prepare an evaluation brief <p>(Output: Final Evaluation report completed)</p>			x	x	x		17 days
	<p>Dissemination and follow up</p> <ul style="list-style-type: none"> ▪ Conduct national level dissemination of the Evaluation report, findings and recommendations <p>(Output: Management responses completed)</p>						x	3 days
Place where services are to be delivered:	<ul style="list-style-type: none"> ▪ The international consultant will work remotely for all the tasks of this whole assignment. ▪ The national consultants and Young and Emerging Evaluator (YEE) are required to conduct both face-to-face and remotely for meetings and interviews with stakeholders in Phnom Penh and the target provinces, making presentation of findings and other tasks. 							
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	All deliverables are to be submitted in an editable electronic copy via email. The consultants will submit to UNFPA Cambodia the following outputs as per the corresponding indicative dates.							
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	<p>The Evaluation Reference Group will play a key role in monitoring the progress of this consultancy assignment. All templates are provided in the Handbook on How to Design and Conduct Country Programme Evaluation at UNFPA.</p> <p>The international consultant (as team leader) will be responsible for leading the evaluation and supervising the national consultants and YEE. The team leader will need to stick to the above reporting timeframe (due dates for submission of Evaluation deliverables) as any delay in submission will likely affect the formulation process of the new Country Programme.</p>							
Supervisory arrangements:	The team leader and other team members will work closely with the Assistant Representative and Evaluation Manager (Monitoring and Evaluation Officer), UNFPA Regional Advisor and other relevant programme officers of UNFPA Cambodia. They will report to the Representative, Assistant Representative, Evaluation and Manager of UNFPA Cambodia.							
Expected travel:	The team leader will work remotely while the national consultants and YEE are expected to work face-to-face and travel in Phnom Penh and the target provinces.							



Required expertise, qualifications and competencies, including language requirements:

Team leader - international consultant

The competencies, skills and experience of the evaluation team leader should include:

- Master's degree in public health, social sciences, gender studies, women/gender studies, human rights law, social sciences, demography or population studies, statistics, development studies or a related field.
- 10 years of experience in conducting or managing evaluations in the field of international development with experience in humanitarian settings as an asset.
- Extensive experience in leading complex evaluations commissioned by United Nations organizations and/or other international organizations and NGOs.
- Substantive knowledge on gender equality and the empowerment of women and girls, and youth development, including GBV, early, child and forced marriage, and issues surrounding masculinity, gender relationships and sexuality.
- In-depth knowledge of theory-based evaluation approaches and ability to apply both qualitative and quantitative data collection methods and to uphold high quality standards for evaluation as defined by UNFPA and UNEG.
- Good knowledge of humanitarian strategies, policies, frameworks and international humanitarian law and humanitarian principles, as well as the international humanitarian architecture and coordination mechanisms].
- Ability to ensure ethics and integrity of the evaluation process, including confidentiality and the principle of do no harm.
- Ability to consistently integrate human rights and gender perspectives and disability inclusion in all phases of the evaluation process.
- Excellent management and leadership skills to coordinate the work of the evaluation team, and strong ability to share technical evaluation skills and knowledge.
- Experience working with a multidisciplinary team of experts.
- Excellent ability to analyze and synthesize large volumes of data and information from diverse sources.
- Excellent interpersonal and communication skills (written and spoken).
- Work experience in/good knowledge of the region and the national development context of Cambodia
- Fluent in written and spoken English

SRHR/ASRHR Expert - national consultant

The competencies, skills and experience of the SRHR expert should include:

- Master's degree in public health, medicine, health economics and financing, epidemiology, biostatistics, social sciences or a related field.



- 5-7 years of experience in conducting evaluations, reviews, assessments, research studies or M&E work in the field of international development with experience in humanitarian setting as an asset.
- Substantive knowledge of SRHR, including HIV and other sexually transmitted infections, maternal health, and family planning, adolescent and youth development, in particular SRHR of adolescents and youth.
- Good knowledge of humanitarian strategies, policies, frameworks and international humanitarian law and humanitarian principles, as well as the international humanitarian architecture and coordination mechanisms].
- Ability to ensure ethics and integrity of the evaluation process, including confidentiality and the principle of do no harm.
- Ability to consistently integrate human rights and gender perspectives in all phases of the evaluation process.
- Solid knowledge of evaluation approaches and methodology and demonstrated ability to apply both qualitative and quantitative data collection methods.
- Excellent analytical and problem-solving skills.
- Experience working with a multidisciplinary team of experts.
- Excellent interpersonal and communication skills (written and spoken).
- Work experience in/good knowledge of the national development context of [name of country].
- Familiarity with UNFPA or other United Nations organizations' mandates and activities will be an advantage.
- Fluent in written and spoken English and Khmer

Population dynamics expert - national consultant

The competencies, skills and experience of the gender equality and women's empowerment and population expert should include:

- Master's degree in demography or population studies, statistics, social sciences, development studies or a related field.
- 5-7 years of experience in conducting evaluations, reviews, assessments, research studies or M&E work in the field of international development with experience in humanitarian settings as an asset.
- Substantive knowledge on the generation, analysis, dissemination and use of housing census and population data for development, population dynamics, migration and national statistics systems.
- Substantive knowledge on population policies, including youth development policies
- Good knowledge of humanitarian strategies, policies, frameworks and international humanitarian law and humanitarian principles, as well as the international humanitarian architecture and coordination mechanisms.



	<ul style="list-style-type: none"> ● Ability to ensure ethics and integrity of the evaluation process, including confidentiality and the principle of do no harm. ● Ability to consistently integrate human rights and gender perspectives in all phases of the evaluation process. ● Solid knowledge of evaluation approaches and methodology and demonstrated ability to apply both qualitative and quantitative data collection methods. ● Excellent analytical and problem-solving skills. ● Experience working with a multidisciplinary team of experts. ● Excellent interpersonal and communication skills (written and spoken). ● Work experience in/good knowledge of the national development context of Cambodia ● Familiarity with UNFPA or other United Nations organizations' mandates and activities will be an advantage. ● Fluent in written and spoken English and Khmer. <p>Young and emerging evaluator</p> <p>The young and emerging evaluator must be under 35 years of age and her/his competencies, skills and experience should include:</p> <ul style="list-style-type: none"> ● Bachelor's degree in public health, demography or population studies, social sciences, statistics, development studies or a related field. ● Certificate in evaluation or equivalent qualification. ● At least one year of work experience in conducting evaluation or M&E in the field of international development. ● Excellent analytical and problem-solving skills. ● Demonstrated ability to work in a team. ● Strong organizational skills, communication skills and writing skills. ● Good command of information and communication technology and data visualization tools. ● Good knowledge of the mandate and activities of UNFPA or other United Nations organizations will be an advantage. ● Fluent in written and spoken English and Khmer.
<p>Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:</p>	<p>UNFPA Cambodia will be providing to the consultant team the following:</p> <ul style="list-style-type: none"> ▪ Access to printing and copying machines. ▪ A vehicle for traveling for meetings and interviews with stakeholders at national and sub-national levels (to be clearly defined in Design Report).
<p>Other relevant information or special conditions, if any:</p>	<p>See details in the CP Evaluation Terms of Reference and the annexes.</p>



Signature of Requesting Officer in Hiring Office: Tith Lim, M&E and Donor Reporting Analyst

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Date: 10 March 2022

Reviewed by May Tum, Assistant Representative

A handwritten signature in blue ink, appearing to read 'May Tum', is written over the text.

Date: 10 March 2022

Cleared by: Golden Mulilo, Country Representative a.i.

DocuSigned by:

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Date: 10 March 2022