

I. Contract Overview

Consultancy Title:	<i>International Consultant- Independent Evaluator for the Final Evaluation of WE RISE Together (advancing women market access to market using gender-responsive procurement approach in Thailand and Viet Nam)</i>
Location:	Home-based with possible travel to project countries in Thailand and Viet Nam
Practice Area:	Women's Economic Empowerment
Type of Contract:	Individual Contract
Category (Eligible applicants):	External
Post Type and Level:	International Consultant
Languages Required:	English
Starting Date:	1 September 2024 – 30 December 2024
Duration of Contract:	Approximately 4 Months

II. Consultancy Assignment

Background

UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security.

Women's economic empowerment is one of the priority areas of UN Women, as expressed in UN Women's Strategic Plan 2022-2025 as well as in the targets and indicators of the Sustainable Development Goal (SDG) 5 for gender equality and women's empowerment and of several other SDGs relating to inclusive growth, decent work, ending poverty, and reducing inequality, and revitalizing the global partnership for sustainable development.

UN Women in the Asia Pacific is driven by work at the regional level through the Regional Office for Asia and the Pacific and country level through offices across the region. It focuses on the following approaches for women's economic empowerment, including but not limited to seeking policy reform, supporting economic security and rights, and enhancing economic opportunities. At the Regional Office for Asia and the Pacific (ROAP), the Women's Economic Empowerment & Migration (WEE) unit focuses on the key strategic priorities aligned with the Strategic Note for Women's Economic Empowerment & Migration for 2023-2025:

- Advancing Gender-Responsive Business Conduct and Creating More Decent Work Opportunities (WEPs)
- Transforming the Care Economy
- Accelerating Gender-Responsive Entrepreneurship for (M)SMEs (i.e. Gender-Responsive Procurement, Women's entrepreneurship, etc.)
- Progressing Safe Migration to Decent Employment

Zooming in to the topic of advancing gender-responsive business conduct, the global procurement market presents a great opportunity for further development with the market worth trillions of dollars that engages public and private organisations through exchange of goods and services. Globally, public procurement is estimated to generate between USD 11 to USD 13 trillion annually. Despite this, women-owned businesses receive only one per cent of both public and private procurement spending. Structural gender inequalities impede women from a variety of backgrounds, race, class, sexual orientation, ability, and education, from gaining equitable access to networks, finance, and markets, including procurement markets. This prevents them from starting, expanding, or maximising the profits of their businesses. UN Women, therefore, envisioned an initiative to specifically address this issue by creating market access through procurement opportunities for women-owned businesses to empower women, increase their profits and allow their business to thrive which further contribute to the overall economy.

WE RISE Together Background

Building on the framework of Women's Empowerment Principles (WEPs), UN Women, in partnership with the Department of Foreign Affairs and Trade (DFAT), Australian Government, launched WE RISE Together (WRT), a three-year Mekong-Australia Partnership (MAP) project developed by UN Women. The project commenced in March 2022 with 100% funding of 2,850,000 Australian Dollars from DFAT Mekong-Australia Partnership. It sits under MAP's Economic Resilience Fund (MAP-ERF) and addresses its four drivers of resilience (including macroeconomic, household, business, and government resilience). The project responds to the prioritization of women's economic empowerment by expanding market access for Women-owned Businesses (WOBs) and Gender Responsive Enterprises (GREs) through procurement opportunities.

WE RISE Together tackles the structural gender inequities that exist within the global procurement market in which WOBs secure only one per cent of spending worldwide. By introducing and advancing increased market access through gender-responsive procurement (GRP), WE RISE Together operates with the overall objective to empower more women to equally access, lead, and benefit from expanded market opportunities in the Mekong subregion.

GRP is an important vehicle for enriching supply chains by broadening the range of suppliers of goods and services available to businesses and governments and for advancing women's economic empowerment. GRP promotes the principles of buying from WOBs to enable their equitable access to markets and buying from GREs in order to create more gender-responsive value chains. WRT's GRP considers an expanded definition of GRP that includes buying from WOBs and leveraging the potential of buying from GREs, regardless of the ownership. Please see the definitions of some key terms below.

Gender-Responsive Procurement (GRP) is defined as "The sustainable selection of services, goods, or civil works that takes into account the impact on gender equality and women's empowerment." It is found on international standards, agreements and principles relevant to improving gender-responsive working conditions and essential for upholding women's basic rights in the supply chain.

A women-owned business (WOBs) is defined by the International Finance Corporation for small and medium-sized enterprises as one that has [1] at least 51% ownership by women; or [2] is at least 20% female-owned and has [a] at least one women as chief executive officer, chief operating officer, president and/or vice president; and [b] 30% or more female on its board of directors, where a board exists.

A gender-responsive enterprise (GRE) is defined as one that meets criteria for integrating gender equality and women's empowerment principles in its policies and practices, and that is aligned with international norms and standards, including the Women's Empowerment Principles and International Labor Organization standards.

WRT project works across the Mekong subregion, namely in Thailand and Viet Nam, where the concept of GRP is still in nascent stages of development. Despite regional and national initiatives prioritizing financial inclusion of micro, small, and medium-sized enterprises (MSMEs), there is currently a limited amount of gender-sensitive data available to promote GRP practices and policies in the project's geographical focus areas.

As such, WE RISE Together will introduce GRP as an opportunity to address and attempt to channel spend to WOBs/GREs and promote suppliers to become gender responsive. The project will work on four interlinked outcomes:

Outcome 1: More public and private organisations are promoting and developing policies and practices that advance GRP (Normative Change in the Ecosystem)

Outcome 2: WOBs/GREs have increased capacity to build more resilient and inclusive business models and utilise networking opportunities to better access markets. (Strengthening the Supply Side)

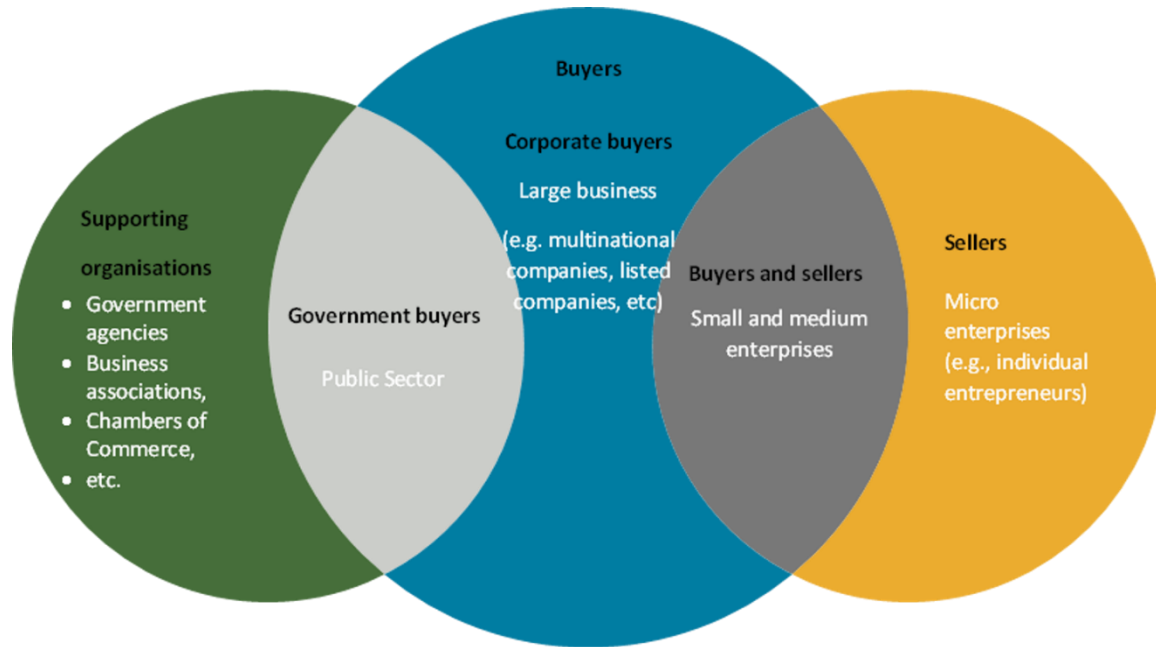
Outcome 3: Public and private buying organisations³ have increased capacity to advocate, promote and implement GRP within their organisations and industries to enable market access for WOBs/GREs. (Strengthening the Demand Side)

Outcome 4: More equitable market opportunities are created through connecting WOBs/GREs to larger public and private buyers. (Connecting Demand Side and Connect to Supply Side)

The project's activities aimed to provide evidence, information, and learning sessions to raise awareness about GRP; offer technical support and training for WOBs and GREs to develop skills to build more gender-inclusive and resilient business models; and facilitate the creation of referral networks amongst WOBs. In addition, it designed to provide capacity building among public and

private sector organisations to develop and implement GRP policies and practices and focus on establishing collaboration opportunities between larger public and private sector buyers and WOBs/GREs to facilitate future market connections.

To work with these stakeholders the project leverages UN Women’s strong technical capacity, long-standing relationships with national and regional implementing partners, WE RISE Together governs by a project steering committee (established at the regional level composed of representatives from UN Women and regional and local representation from DFAT) to ensure adaptations with lessons learned along with an accurate results-oriented monitoring and reporting framework. Key stakeholders involved with the projects are shown as in the figure below.



While the project targets WOBs/GREs who are micro, small and medium enterprises under the Sellers group as main beneficiaries to achieve equally access, lead and benefit from expanded market opportunities in the Mekong Region, Buyers group, which refers to public and private organisations such as multinational companies operating in Thailand and Viet Nam, listed companies and government agencies as buyers in the business to government market, are the key driver to push forward GRP implementation as a result of the project’s technical input provided. Government agencies also play another role of Supporting Organisations and as the regulator to make policy decision that will incentivize other stakeholders’ GRP practices.

Table 1: Project Stakeholders

Stakeholder	Group	Description	Interest in Project	Power over Project
Women Owned Businesses (WOBs) and Gender Responsive Enterprises (GREs)	Beneficiary	The primary beneficiaries who receive training and support to develop their businesses and become more competitive. They are the target audience for capacity building and business model development activities.	High	Low
Public Sector Organizations (Office of SMEs Promotion - Thailand, Ministry of Planning and Investment – Viet Nam, ASEAN Coordinating Committee on MSMEs)	Partner and secondary beneficiary	These organisations collaborate with the project to develop and implement GRP policies, potentially creating a more favorable environment for WOBs and GREs. They also receive supports from the project in forms of technical advices and GRP assessment tools.	Moderate	High (Policy decisions can impact WOBs/GREs)
Private Sector Organizations	Partner and secondary beneficiary	Private companies collaborate on GRP policy development and implementation within their organisations, and potentially future market connections with	Moderate	Moderately High (Buying decisions can impact WOBs/GREs)

		WOBs/GREs. They also benefit from the project technical supports in order to enhance their GRP implementation capacity.		
Project Implementers (UN Women)	Internal	Responsible for delivering project activities	High	Moderate (Influence on project execution)
Funding Agency (DFAT)	External	Provides financial resources for the project	High	High (Can influence project funding and continuation)

Description of Responsibilities/ Scope of Work

WE RISE Together project is approaching the end of the project timeframe in February 2025 therefore an independent final evaluation will be undertaken as per the Project Document. The overall objective of the evaluation is to assess the overall results and assess the relevance, and efficiency of the project as well as its sustainability and impact. It also aims to identify successes and challenges of the project's specific approach of gender responsive procurement as a mean to enabling market access for women owned businesses. In addition, the final evaluation will discuss opportunities, requirements and determining factors for a potential second project phase post February 2025.

Under the leadership of the WRT Regional Programme Coordinator in close consultation with the WRT M&E Officer, an independent expert will be hired to undertake the Final Evaluation of WRT project. The expert will be responsible for the following:

- Perform desk review of the project's key documents including Project Document, Inception Report, First and Second Annual Progress Reports, Annual Workplans and Budget, all knowledge products including rapid assessment, studies, research and outcome documents from all events and workshops that have been conducted within the project timeframe.
- Examine the project design, objectives, strategies, and implementation arrangements.
- Present the evaluation methodology through the inception presentation and inception report.
- Conduct meeting to interview the project team members and key stakeholders involved in the project, at regional level, and in all the project countries (Thailand and Viet Nam). WRT will provide a list of stakeholders and will assist with liaising and coordinating the meeting schedules as needed.
- Assess the evaluability of the project to understand the extent the project indicators will measure the outputs and outcomes of the project. This would include the assessment of the project's Theory of Change and Logical Framework.
- Analyze and examine current project achievement, challenges, and opportunities
- Assess the project's relevance, coherence, effectiveness, and efficiency in the progress towards the achievement of women's economic empowerment by expanding market access for women, particularly Women-owned Businesses (WOBs) and Gender Responsive Enterprises (GREs). To assess coherence with other similar projects under UN Women's Regional Office for Asia and the Pacific Strategic Note 2022-2025, WRT will provide documentations of other relevant project, namely WeEmpowerAsia, a predecessor programme under Women's Economic Empowerment thematic with similar goal to achieve gender equality through enabling women's increased participation in the marketplace.
- Prepare draft report, summarizing key findings and recommendations in soft copy, taking into account feedback by the evaluation reference group and evaluation management group.
- Prepare a Power-Point presentation on the key findings and lessons learned as well as provide a set of clear and forward-looking actionable recommendations to inform management decisions, including the member of Project steering committee and key stakeholders.

Purpose and objectives of the Evaluation

The WE RISE Together final evaluation aims to serve the project accountability purposes and feed into decision-making regarding further iterations of the project. The evaluation is also intended to identify key learnings and best practices within a broader context of gender-responsive market approach in the Mekong region. The performance of the project will be assessed against the indicators presented in the project results-based framework with recommendations that could go beyond by reviewing existing interventions which cover other forms of market access.

- Assess the relevance and coherence of the project to stakeholders, including rights holders with respect to project design and implementation;

- Assess the effectiveness and efficiency of the approaches implemented in attaining the intended results and any potential unintended consequences;
- Assess the integration of human rights and gender equality in design and implementation; and
- Produce lessons learned and issue actionable recommendations for further iterations of the project or similar programming.

The preliminary evaluation questions could include the following questions, which will further be finalized by the evaluator:

Coherence:

- To what extent is the project coherent with the efforts of UN system, especially UN Women regional strategy and the Women's Economic Empowerment unit strategy in Asia and the Pacific, more specifically in the Mekong Region?

Relevance:

- To what extent is the project relevant to the needs and priorities as defined by beneficiaries and stakeholders? This includes national government, private sector buying organization and women entrepreneurs.

Effectiveness:

- What outcomes (positive or negative, direct or indirect, intended or unintended) did the project produce, and what were the major factors influencing the achievement or non-achievement of results?
- How effective was the project partnership approach? And, to what extent did this approach contribute to achieving results?
- What are the success factors of the project? And, how can these be replicated and/or scale up in term of impact?
- What are the lessons learned from the project? And, how can these be addressed differently in the future phase of the project or for other projects of a similar nature.

Efficiency:

- To what extent have resources (investments, human resources, time, expertise) been allocated strategically to achieve results?
- How did project management and monitoring operate between regional and country level implementation, and what were the efficiencies?
- To what extent has the project been efficiently created recognition and strengthened DFAT visibility in the Mekong Region around gender-equality?

Sustainability:

- To what extent did the project build the capacities of government and private sector on gender equality in market access? And to what extent have the project activities strengthened women entrepreneurs' capacity and market opportunities?
- To what extent the project partners take ownership of the approaches (support women market access and gender responsive procurement)?
- Are the project outcomes and achievements likely to be durable, replicated or scaled up by national and regional partners, and if so how?
- From the final evaluation finding, what are the necessary conditions and factors for WRT in formulation of its second phase? What are the possible tasks for WRT to take forward during the second phase of implementation?

Human Rights and Gender Equality (LNOB):

- How does the project identify and prioritize the needs of vulnerable and marginalized groups? What specific measures are taken to ensure that these groups have equal access to project benefits?
- What mechanisms are in place to ensure non-discrimination and transparency in decision-making and accountability to beneficiaries?
- How is gender equality integrated into the project's goals, strategies, and activities?
- What are the feedback mechanisms that allow for the continuous improvement of the project to better serve those left behind?

The primary evaluation users, namely UN Women, will use the evaluation to further strategize for gender-responsive market approaches. Secondary users, namely WoBs/GREs, public and private sector organizations identified as key collaborators/partners of WRT project, will use the information to learn about what works when advancing women's access to market and enhancing gender equality in the business world. The donor, Australian Government Department of Foreign Affairs and Trade (DFAT) may use the evaluation for accountability and as input for decision-making purposes.

(Office of SMEs Promotion - Thailand, Ministry of Planning and Investment – Viet Nam, ASEAN Coordinating Committee on MSMEs)

Table 2: Intended Users

Primary & Secondary Intended Users	Primary Intended Use			
	Learning Knowledge Generation	& Strategic Decision-Making	Accountability	Capacity Development & Mobilization
(Primary) UN Women	X	X	X	X
(Secondary) Key beneficiaries (WoBs/GREs) and Private Sector Organizations	X		X	X
National and local governments	X		X	X
Civil Society Representatives	X		X	X
Donors & Multilateral Partners	X	X	X	

Scope of the evaluation

Time Frame: The evaluation will cover the entire project life from March 2022 up to the final evaluation report period of December 2024, considering the planned activities till February 2025.

Geographical coverage: With a particular focus on drawing lessons to inform a potential next phase of WE RISE Together, the evaluation would cover the project countries, Thailand and Viet Nam.

Stakeholder coverage: The evaluation will reach out to stakeholders i.e. beneficiaries, participating governments, civil society partners, implementing partners at the national and regional levels, and partner agencies, as well as the project steering committee members including but not limited to, the National Innovation Agency (NIA), Thailand, Thailand Development Research Institute (TDRI), Thailand, Women's Initiative for Startups and Entrepreneurship (WISE), Viet Nam and Vietnam Women Entrepreneurs Council (VWEC), Viet Nam. The full list of stakeholders will be given to the evaluator at the Inception phase.

Design of the Evaluation

The evaluation will be based on gender and human rights principles, as defined in the UN Women Evaluation Policy. The evaluation will be conducted in accordance with UN Women Evaluation Handbook¹ and UNEG Norms, Standards², Ethical Guidelines,³ Code of Conduct for Evaluations⁴ and Integrating Human Rights and Gender Equality in Evaluations in the UN System.⁵

The evaluation will be, in its nature, summative of the entire project period (March 2022 to February 2025) and include recommendations for the next iteration of the project. The approach should also promote inclusion and participation by employing gender equality and human rights responsive approaches with a focus on women's economic empowerment, especially gender-responsive market approaches. The evaluation will be gender-responsive in that it will employ mixed-methods (quantitative and qualitative data collection methods and analytical approaches) to account for the complexity of gender relations and to ensure participatory and inclusive processes that are culturally appropriate.

Methodological approach

¹ <https://www.unwomen.org/en/digital-library/publications/2022/05/un-women-evaluation-handbook-2022>

² <https://www.uneval.org/document/detail/21>

³ <http://www.unevaluation.org/document/detail/102>

⁴ <https://www.unevaluation.org/document/detail/100>

⁵ <https://www.unevaluation.org/document/detail/1616>

The inception report should describe the approach taken and the rationale for the approach making explicit the underlying assumptions, challenges, strengths and weaknesses about the methods and approach of the review. The final evaluation will be a mixed-methods approach using the following:

- Review of existing reports (Inception Report, First and Second Progress Report), project document, including the Annual Work Plan
- Review of the project result based management framework including baseline and endline survey data
- Desk review of existing documents and sources related to the project (event and meeting concept notes, links to events available on websites, social media reports, financial documents, etc.)
- Key informant interviews/focus groups of relevant stakeholders

A case study approach can be taken to allow for in-depth look at key issues or implementation modalities at the country level, (e. g. progress and completion reports, workshop and mission reports, knowledge and advocacy products, and other appropriate documentation produced by UN Women and implementing partners). The criteria for case study selection will be identified during the inception phase. The evaluator must integrate gender and human rights approaches and perspectives throughout data collection and analysis.

In collecting data and information, the evaluator will Include a plan on how to guarantee the protection of subjects and respect for confidentiality. The evaluator should develop a sampling frame such as the rationale for selection, area and population represented, mechanics for selection and limitations of the sample, and specify how it will address the diversity of stakeholders in the action. The evaluator should take measures to ensure the quality and appropriateness of data collection tools and methods and their responsiveness to gender equality and human rights. Limitations of the sample, if any, must be clearly stated and the data cross checked against other sources to ensure robust results.

The evaluator will conduct consultation with stakeholder groups, to the extent possible, using participatory tools and suggest a plan for inclusion of women and individuals or groups who are vulnerable and/or discriminated against in the consultation process. Based on consultations, the evaluator may visit a maximum of four selected project sites in Thailand and Viet Nam to validate the findings of the desk review and documentation analysis, and identify good practices and lessons learned.

The independent evaluator will include a section of the report setting out the final evaluation's evidence-based conclusions, in light of the findings. Recommendations should be succinct suggestions for critical intervention that are specific, measurable, achievable, and relevant. A recommendation table should be included in the executive summary of the report.

The entire evaluation will be undertaken as per UNEG guidelines and consider a human-rights-based and gender empowerment approach. The evaluation experts and all their direct collaborators will follow UN Women's Evaluation Handbook and UNEG Ethical guidelines.

Evaluation Phases

The evaluation will be conducted according to the following tentative timeline and with the main deliverables outlined below. The Evaluator will be engaged in stage 1-3 (September to December 2024) for approximately 45 days of work (this is an indicative number that should be used as a guideline).

STAGE 1: INCEPTION (September 2024)

- Briefing and consultation with the project team
- Desk review of key documents
- Inception report including the evaluability assessment, stakeholder mapping, proposed sampling for case studies, methodology, work plan, evaluation matrix, and data collection tools
- Presentation of the inception report to the project team

Task	Responsible Party	Remarks
Briefing and consultation with the project team	Evaluator in cooperation with UN Women, WE RISE Together, WEE team	Home-based
Desk review of key documents	Evaluator	Home-based
Inception report including the evaluability assessment, stakeholder	Evaluator	Home-based

mapping, proposed sampling for case studies, methodology, work plan, evaluation matrix, and data collection tools Review of WEA programme approach on market access in Asia Pacific (from WEA evaluation report)		
Presentation of the inception report to the project team Finalization of the inception report after taking into account feedback record from ERG and EMG	Evaluator in cooperation with UN Women, WEA, RISE Together, WEE team	Home-based

STAGE 2: DATA COLLECTION (September and October 2024)

- Data collection, including virtual and on-site interviews and debriefing to UN Women and implementing partners

Task	Responsible Party	Remarks
Data collection, including virtual and possible on-site interviews	Evaluator	On-site interviews and meetings, may be considered as required
Debriefing to UN Women upon finalization	Evaluator in cooperation with UN Women	Home-based

STAGE 3: REPORTING (November to mid-December 2024)

- Present the preliminary findings to the project team to validate findings and allow the evaluator to incorporate preliminary feedback in the draft report
- Draft report
- Comments and feedback from Evaluation Management and Reference Groups tracked for transparency
- Final evaluation report
- Presentation of the final evaluation report to the Joint Project Steering Committee, comprising UN Women and DFAT

Task	Responsible Party	Remarks
Data systematization, analysis and interpretation of findings	Evaluator	Home-based
Present the preliminary findings to the project team and the Evaluation Management and Reference Groups to validate findings and allow the evaluator to incorporate preliminary feedback in the draft report	Evaluator in cooperation with UN Women	Home-based
Prepare the draft evaluation report	Evaluator	Home-based
Prepare the final evaluation report. [Tracking feedback from Evaluation Management and Reference Groups and the evaluation team response for transparency]	Evaluator in cooperation with UN Women	Home-based
Presentation of the final evaluation to the Joint Project Steering Committee	Evaluator	Home-based

Evaluation Management

The evaluation will be managed by the WEE M&E Specialist under the oversight of the Regional Advisor, Women's Economic Empowerment of UN Women RO. The Evaluation Management Group (EMG) will be comprised of the UN Women programme manager, the UN Women Deputy Representative, and the UN Women Regional Evaluation Specialist. The EMG will provide quality assurance to the entire evaluation process and approve all deliverables. All evaluation products must meet the GERAAS criteria prior to being approved.

An evaluation reference group (ERG) will be established comprising representatives from the key stakeholders and representing the different types of stakeholders (e.g., government, UN, CSO's, donors). The ERG will be consulted throughout the evaluation process: they will provide inputs on the inception report, preliminary findings, and final report to ensure it is participatory and has the ownership of the key project stakeholders. The ERG will participate in the inception meeting, and presentation of preliminary findings to provide feedback and validation.

The Evaluator will be responsible for the following:

- Perform desk review of the project's key documents including Program Document, Annual Work Plans and Budget, all progress reports of UN Women, and implementing partners, all knowledge products including studies, research and outcome documents from all conferences and workshops that have been conducted within the framework of the project.
- Prepare an Inception Report detailing the evaluator understanding of what is being evaluated and why, showing how each evaluation question will be answered by way of: proposed methods; proposed sources of data; and data collection procedures.
- Collect primary data, including interviews with the project team members and key stakeholders involved in the project at regional level and national level, primary Thailand and Viet Nam. UN Women, will provide a list of stakeholders and will assist with liaising and coordinating the meeting schedules as needed.
- Analyse the primary and secondary data provided by the national consultants and collected by the evaluator in line with the objectives and key questions of the evaluation to identify findings, conclusions and recommendations as detailed in the evaluation report.
- Present the preliminary findings to the project team to validate and integrate feedback in the draft report.
- Prepare a draft evaluation report and integrate feedback received from evaluator into the final evaluation report not exceeding 40 pages (with annexes not to exceed 50 pages) in word format and in line with UN Women GERAAS standards.
- Prepare a presentation of the final evaluation conclusions and recommendations.

Contract period and work location

From 01 September to 30 December 2024. This assignment is primarily home-based, data collection will be both online and field visits. For travel on the mission, travel costs and Daily Subsistence Allowance (DSA) will be provided by UN Women. Travel Authorization will be granted to the consultant prior to the travel date.

Expected deliverables

No.	Deliverables	Indicative Delivery Date
1	Inception report and presentation (PPT) to the ERG • An Inception Report detailing the evaluator's understanding of what is being evaluated and why, showing how each evaluation question will be answered by way of: proposed methods; proposed sources of data; and data collection procedures. The report should also include a proposed schedule of tasks, activities, and deliverables, designating a team member with the lead responsibility for each task or product. • Inception report presentation The inception annexes should include: evaluation matrix, data collection tools e.g. survey questionnaire etc. A detail plan on how protection of subjects and respect for confidentiality will be guaranteed. The evaluator should develop a sampling frame. The inception report and PPT will be reviewed by the EMG prior to submission and presentation to the ERG.	15 September 2024
	Data collection phase • Debriefing on data collected and field visits	15 October 2024
	A draft evaluation report	30 October 2024

	Preliminary findings presentation to the ERG (the presentation should be reviewed prior to the presentation by the EMG)	(Data collection to complete by 30 October 2024)
2	- The draft evaluation report will synthesize the key findings into numbered statements, conclusions that are based on the findings, and the recommendations based on the conclusions; it will also include a summary of lessons learned, recommendations should be focused on actions to be taken by UN Women. - A tracking tool will be used to track feedback from UN Women, ERG and the evaluation team response for transparency.	First draft of the report by 15 November 2024
3	A final evaluation report - The final report should include an executive summary - The report is not considered final until it meets the standards of UN Women (GERAAS). The report will incorporate comments from all stakeholders and the tracking form will be submitted for transparency - An analytical and comprehensive final evaluation Report not exceeding 40-50 pages (with no more than 60 pages of annexes) to be submitted; - The report should follow UN Editorial Guidelines and be formatted in accordance with UN Women Branding Guidelines for evaluation reports. A 2-3 page brief should be developed based on the final report A final PowerPoint presentation - A presentation file detailing evaluation conclusions and recommendations to be submitted	15 December 2024

* This assignment is primarily home-based, data collection can be both online and field visits.

NOTE:

Payment will be made upon submission of deliverables with an approval of the Regional Advisor, WEE, UN Women
All deliverables should be in line with the UN Women Editorial Style Guide and the project's visual identity.
All deliverables should be written and generated in English. Data collected is property of UN Women if so requested.
All deliverables should be in accordance with GERAAS standards.

Ethical code of conduct

UN Women has developed a UN Women Evaluation Consultants Agreement Form for evaluator that must be signed as part of the contracting process, which is based on the UNEG Ethical Guidelines and Code of Conduct. These documents will be annexed to the contracts. All data collected by the evaluation team members must be submitted to the evaluation manager in Word, PowerPoint or Excel formats and is the property of UN Women. Proper storage of data is essential for ensuring confidentiality and a data protection plan will be developed during the inception phase. The evaluation's value added is its impartial and systematic assessment of the project. As with the other stages of the evaluation, involvement of stakeholders should not interfere with the impartiality of the evaluation. The evaluator(s) have the final judgment on the findings, conclusions and recommendations of the evaluation report, and the evaluator(s) must be protected from pressures to change information in the report. Proper procedures for data collection with rights holders who may have been affected by violence must be adhered to as outlined in the WHO Ethical and Safety Recommendations for research on violence against women. Additionally, if the evaluator(s) identify issues of wrongdoing, fraud or other unethical conduct, UN Women procedures must be followed, and confidentiality be maintained. The UN Women Legal Framework for Addressing Non-Compliance with UN Standards of Conduct, and accompanying policies protecting against retaliation and prohibiting harassment and abuse of authority, provide a cohesive framework aimed at creating and maintaining a harmonious working environment, ensuring that staff members do not engage in any wrongdoing and that all allegations of wrongdoing are reported promptly, investigated and appropriate action taken to achieve accountability.

III. Competencies

Corporate competencies:

- Awareness and sensitivity regarding gender issues;
- Creative problem solving;
- Effective communication;
- Inclusive collaboration;
- Stakeholder engagement;
- Demonstrates integrity by modelling the United Nations' values and ethical standards;
- Promotes the vision, mission and strategic goals of the UN and UN Women;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Ability and willingness to work as part of a team to meet tight deadlines and produce high quality work.

Core values:

- Integrity: Demonstrate consistency in upholding and promoting the values of UN Women in actions and decisions, in line with the UN Code of Conduct.
- Professionalism: Demonstrate professional competence and expert knowledge of the pertinent substantive areas of work.
- Cultural sensitivity and valuing diversity: Demonstrate an appreciation of the multicultural nature of the organization and the diversity of its staff. Demonstrate an international outlook, appreciating difference in values and learning from cultural diversity.

Please visit this link for more information on UN Women's Core Values and Competencies:

<https://www.unwomen.org/en/about-us/employment/application-process# Values>

IV. Required Qualifications
Academic qualifications: • Master's degree in relevant discipline or a first-level university degree in combination with two additional years of qualifying experience (e.g., law, international development, gender studies, etc.) may be accepted in lieu of the advanced university degree. Essential knowledge and experience: • A minimum of 7 years of experience in evaluation conduct, with at least 5 as a Team Leader of evaluations, including evaluations of multi-stakeholder projects for multilateral organizations is required; • Extensive knowledge of qualitative and quantitative evaluation methods is required; • Extensive experience of gender-responsive approaches, gender equality, women's economic empowerment and human rights work within development cooperation preferred. • Knowledge in results-based programming in support of gender-responsive market approach is highly desirable; • Proven experience in drafting and writing to produce and present concise and analytical reports; • Working experience in the Asia and the Pacific is preferred; • Knowledge on gender equality and gender responsive market approach in Thailand, Viet Nam and Mekong countries is an asset; • Experience working with the UN system a strong asset; • Proficiency in English and report writing skills.
V. How to Apply
• P11 (P11 can be downloaded from: https://www.unwomen.org/sites/default/files/Headquarters/Attachments/Sections/About%20Us/Employment/UN-Women-P11-Personal-History-Form.doc) • 2 Writing samples e.g. evaluation reports relevant to the assignment (1 piece in English). • UN Women GERAAS evaluation quality assessment checklist: https://gate.unwomen.org/Evaluation/Download?evaluationId=4918 • UN Women Evaluation Consultant Agreement Form: https://gate.unwomen.org/resources/docs/SiteDocuments/UNWomen%20-%20CodeofConductforEvaluationForm-Consultant.pdf • UNEG Norms and Standards for evaluation: http://www.unevaluation.org/document/download/2787 • UN Women Evaluation Handbook: https://www.unwomen.org/en/digital-library/publications/2022/05/un-women-evaluation-handbook-2022
VI. Annexes
• Annex 1: UN Women GERAAS evaluation quality assessment checklist https://gate.unwomen.org/Evaluation/Download?evaluationId=4918 • Annex 2 UN Women Evaluation Consultants Agreement Form https://gate.unwomen.org/resources/docs/SiteDocuments/UNWomen%20-%20CodeofConductforEvaluationForm-Consultant.pdf • Annex 3 UNEG Norms and Standards for evaluation http://www.unevaluation.org/document/download/2787 • Annex 4 UN Women Evaluation Handbook https://www.unwomen.org/en/digital-library/publications/2022/05/un-women-evaluation-handbook-2022

At UN Women, we are committed to creating a diverse and inclusive environment of mutual respect. UN Women recruits employ, trains, compensates and promotes regardless of race, religion, color, sex, gender identity, sexual orientation, age, ability, national origin, or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, competence, integrity, and organizational need.

If you need any reasonable accommodation to support your participation in the recruitment and selection process, please include this information in your application.

UN Women has a zero-tolerance policy on conduct that is incompatible with the aims and objectives of the United Nations and UN Women, including sexual exploitation and abuse, sexual harassment, abuse of authority, and discrimination. All selected candidates will be expected to adhere to UN Women's policies and procedures and the standards of conduct expected of UN Women personnel and will therefore undergo rigorous reference and background checks. (Background checks will include the verification of academic credential(s) and employment history. Selected candidates may be required to provide additional information to conduct a background check.