

## **TERMS OF REFERENCE**

### **EVALUABILITY ASSESSMENT (EA) OF THE PROGRAMME ON 'STRENGTHENING WOMEN'S CAPACITY IN DISASTER RISK REDUCTION TO COPE WITH CLIMATE CHANGE' - UN WOMEN VIET NAM**

#### **1. Background**

In May 2012, United Nations in Viet Nam and the Government of Viet Nam signed the One Plan 2012-2016 which is a common programmatic framework for UN agencies in Viet Nam and sets out a strategic and focused joint programme of work. The One Plan responds to the Government's priorities for 2012-2016, as outlined in the 2011-2020 Socio-Economic Development Strategy and the 2011-2015 Socio-Economic Development Plan.

Under the framework of the One Plan 2012-2016, specifically Focus Area I on inclusive, equitable and sustainable growth, UN Women Viet Nam is supporting Viet Nam Women's Union in the implementation of a five year programme on 'Strengthening women's capacity in disaster risk reduction to cope with climate change' (2012-2016). The long term objective of the project is to strengthen women's capacity in disaster risk reduction to cope with climate change. The total project budget is 1,425,390 USD out of which UN Women is supporting 1,303,260 USD and counterpart funding is around 122,130 USD. *(The approved Detailed Project Outline is annexed to the TOR).*

This 5 year programme was preceded by a pilot project initiated in 2010 in Phu Yen province. The pilot focused on building capacity of Women's Union at provincial, district and communal levels to mainstream gender in disaster risk reduction (DRR) and disaster risk management (DRM); raising awareness of women and community on women's roles in DRR and DRM; strengthening disaster early warning messages; and advocating for women's participation in decision making on DRR and DRM at local levels.

Based on experiences gained from the pilot in Phu Yen province, the current 5 year programme was developed to expand the intervention to other provinces including Binh Dinh, Thua Thien Hue, Quang Binh, Ca Mau and Dong Thap from 2012 to 2016.

Under the 5-year programme, interventions have already been expanded to Binh Dinh province since October 2012, and UN Women and Viet Nam's Women Union are preparing to further rollout activities to Thua Thien Hue and Quang Binh provinces and the remaining provinces.

With 3 years remaining for programme implementation, UN Women Viet Nam is planning at this point of time to assess the evaluability of the programme to further improve the programme quality and measurability of results before the programme is further rolled out to the remaining provinces.

#### **2. Purpose of the Evaluability Assessment (EA)**

The overall purpose of this Evaluability Assessment (EA) is the following:

- a) To provide a solid and systematic assessment of whether the programme is justified, feasible, likely to produce useful information and ready for meaningful evaluations later;
- b) To provide forward-looking recommendations for improving programme design, strategy and management structure.

The EA's primary user will be UN Women Viet Nam and Viet Nam Women's Union. Secondary users will be the UNCT M&E technical working group and Disaster Risk Management Team of One UN Viet Nam.

### 3. EA Scope and Objectives

The objectives of this EA will be:

- (i) Assess whether the programme has a sound design with coherence link between objectives, main activities and expected results, as well as their relationship to the Viet Nam Social Economic Development Plan 2011-2015; UN Women DRF Outcome and Goal; and the One Plan Viet Nam 2012-2016;
- (ii) Assess the level of ownership of relevant stakeholders and partnership of the programmes;
- (iii) Assess the management structure and division of responsibilities.
- (iv) Assess the M&E framework and plan of the programme.
- (v) Based on these findings, provide forward-looking recommendations and proposals for improving the programme design and management structures.

#### Scope

- (vi) *Geographical coverage:* The EA will cover the national level and Binh Dinh and Quang Binh provinces. Binh Dinh is the province that the programme were implemented in 2012 and will be completed by October 2013. Quang Binh is one out of two provinces that the programme is taking place from September 2013 to December 2015.
- (vii) *Substantive scope:* The EA will analyze the programme design, availability of information, conduciveness of the context and accountability.

### 4. Evaluation questions

The EA should be able to answer the following questions:

#### Theory of Change and Programme Design

- Do the DPO clearly link with the Viet Nam Social Economic Development Plan 2011-2015, the UN Women Viet Nam Strategic Plan (Goal 1) and the One Plan Viet Nam 2012-2016 (Outcome 1.3)?
- Does the Programme clear identify the problem and target population?
- Does the Programme have a clear and articulated theory of change/logic model?
- Does the Programme have clear outputs, outcomes and goals based on the results chain?
- Are the results clear, realistic and measurable (quantitatively and qualitatively)?
- Are gender inequality factors and women's needs clearly and explicitly identified?
- Were the resources adequately allocated to the Programme?

#### Availability of information

- Are indicators (SMART indicators) to measure progress and results available?
- Is baseline data for key results of the programme available?
- Is performance/monitoring information for key results of the programme available?
- Is there any monitoring system to gather and systematize the information with defined responsibilities, sources and periodicity?
- Is there any indicators/baseline area which requires additional information?
- What kind of information on women's rights is accessible and how can it be collected?
- What are the likely cost of such data collection and analysis in terms of financial and human resources?

#### Conduciveness of the context

- To what extent are the key stakeholders involved in the Programme? (What is the level of ownership of partners to the Programme?)
- Are the key stakeholders interested in an evaluation to measure results later in the cycle?
- Are there resources available to undertake an evaluation from gender and human rights perspectives later in the cycle such as trained staff and financial resources?

### **Accountability**

- Does the programme have a clear management structure in place?
- Are the partners clear about their responsibilities to promote accountability and ownership?
- Does the programme have a transparent monitoring and reporting system in place?

### **5. EA process and methods**

UN Women is hiring an external consultant with evaluation expertise to conduct the EA. The proposed steps for the EA are as following:

#### **Step 1: Desk review of key programme documents (e.g. DPO, LOAs, progress reports, etc.) and key stakeholder interviews to understand the scope of the EA and prepare an inception report.**

UN Women will provide the evaluator with key programme documents for review. The documents could include legislation authorizing a programme, cost sharing agreement with donor, letter of agreements between UN Women and Viet Nam Women's Union, contracts between Central Viet Nam Women's Union and Binh Dinh provincial Women's Union, baseline and monitoring reports by UN Women staff and Project Management Unit (PMU) staff, post activity reports by Women's Union at provincial and district levels. Documents should provide a sense of the intent of the programme as well as what is actually occurring.

#### **Step 2: Submission of Inception Report and finalization of methodology based on UN Women feedback.**

#### **Step 3: Review programme theory (desk review and meetings)**

Identifying assumptions and values, available resources, programme activities, objectives, and how these components relate to one another to produce outcomes, are the major features of developing a programme theory.

#### **Step 4: Identify and interview stakeholders (interviews and focus group discussions)**

Identification of key stakeholders is critical for programme survival as they can provide insights and support for programme continuation. Interviews and focus group discussions should focus on what stakeholders know and perceive to be true about the programme.

#### **Step 5: Identify stakeholder needs, concerns and differences in perceptions (interviews and focus group discussions)**

Differences in perception, needs, and concerns can indicate misperceptions of the program and intent, or a program that is not sufficiently meeting the needs of one or more stakeholder groups.

#### **Step 6: Determine plausibility of the Programme model (analysis and report writing)**

Data from program staff, documentation, and stakeholder interviews and group discussions are used to determine plausibility of the programme model. That is, data are analyzed to determine the extent to which the program is properly implemented, sufficiently developed, and activities appropriate, to reasonably predict that desired outcomes will be met.

#### **Step 7: Draw conclusions and make recommendations (analysis and report writing)**

The evaluator makes conclusions and recommendations. Conclusions and recommendations are drawn from the data. EA teams are encouraged to guard against validity threats, such as personal bias.

## Step 8: Dissemination of findings and recommendations, and plan specific steps for utilization of EA data

The evaluator presents conclusions and recommendations, and assist in planning next step to continue with an evaluation of the program, revise the program, or that no action be taken.

### Assessment Methods

The evaluator should use a mix of data collection methods as follows.

- **Documents desk review**
- **Key informant interviews** This should include UN Women staff, Women's Union officials at central, province and district levels, Provincial Storm and Floods Committee officials, Provincial and District People's Committee officials at the minimum.
- **Focus group discussions** with different stakeholders including Women's Union officials at central, province and district level, women at the community level who may benefit from the project.
- **Multi-stakeholders meetings**

### EA Process

The following timeframe and steps are suggested:

Activities		Sep 2013	Oct 2013	Nov 2013	Dec 2013
1.	TOR drafted and finalized	■			
2.	Selection of consultants and hiring process		■		
3.	Project documents desk review – home-based – 1 week		■		
4.	Development of evaluation methodology and preparation of inception report – home-based – 1 week		■		
5.	Methodology review by UN Women Viet Nam and feedback provided – 1 week			■	
6.	Field visit in Ha Noi city and Binh Dinh and Quang Binh provinces for data collection and consultation with stakeholders at central level (UN Viet Nam Country Office, VWU) and provincial and district levels (sharing the inception and interviews); - 1 1/2 weeks			■	
7.	Data classification, systematization, and analysis – 1 week			■	
8.	Drafting of the Report – could be home-based – 1 week				■
9.	Presentation of the draft report to Viet Nam Country Office and Regional Evaluation Specialists and feedback provided – 1 week Consultation with stakeholders on the draft report				■
10.	Finalization and Submission of final report – 1 week				■
11.	Report dissemination and follow up action to address the recommendations				■

The Evaluator (international consultant) is expected to commit to 25 working days spread over three months.

## Evaluation products (Deliverables)

Expected key outputs will include:

1. An agreed inception report: The inception report should detail the evaluators' 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 inception report should also include a proposed schedule of tasks, activities and deliverables. This inception report should also identify the sites visits and it should elaborate on the selection criteria for those sites selected. (Please follow UN Women guidance on inception report).
2. Initial findings: The Evaluator shall share and disseminate findings initially with the UN Women programme team prior to the stakeholders' consultation.
3. Draft EA report: shared with the UN Women Viet Nam Country Representative and Regional Evaluation Specialist (RES) for comments.
4. Final EA report: not exceeding 40 pages in hard and soft copy to be submitted to UN Women (please follow UN Women's evaluation report guidance).
5. Power point presentation based on the EA report.

## 5. Management arrangement

The Evaluator will work in close collaboration and consultation with UN Women staff and management structure as per the table below:

Who: Actors and accountability	What: Roles and responsibilities
Commissioner of the Evaluation (Country Representative of UN Women Viet Nam)	<ul style="list-style-type: none"><li>- Safeguard of the independence of the evaluation exercise and ensure quality of evaluations</li><li>- Prepare a management response to the evaluation and ensure the implementation of committed actions in the management response</li></ul>
Evaluation Task Manager (Senior Programme Officer and Programme Officer on gender and climate change)	<ul style="list-style-type: none"><li>- Provide inputs from the programme perspective</li><li>- Participate in the review of the evaluation methodology and provide comments to the evaluation team.</li><li>- Observe the process of the evaluation</li><li>- Facilitate evaluation by providing relevant documents and contacts</li><li>- Facilitate and ensure the preparation and implementation of relevant management responses</li><li>- Facilitate and ensure knowledge sharing and use of evaluation information</li><li>- Coordinate with Viet Nam Women's Union to arrange travels for field visits of the evaluator.</li></ul>
Regional Evaluation Specialist (RES)	<ul style="list-style-type: none"><li>- Support the UN Women Viet Nam Programme Team at the all stages of the evaluation management in terms of technical issues of evaluation.</li></ul>
Reference Group	<ul style="list-style-type: none"><li>- UN Women Viet Nam Programme Team and Viet Nam Women's Union Project Management Unit.</li></ul>
Evaluator	<ul style="list-style-type: none"><li>- Lead the whole evaluation process</li></ul>

	<ul style="list-style-type: none"> <li>- Manage the evaluation process in timely manner</li> <li>- Communicate with UN Women Viet Nam whenever it is needed</li> <li>- Conduct field visits to the project sites identified and collect data.</li> <li>- Report to UN Women Viet Nam when required</li> <li>- Produce the inception report</li> <li>- Produce the final report</li> <li>- Participate in dissemination workshops organized by UN Women and present findings of the reports (can be done through Webinar).</li> </ul>
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## 6. Required skills and competencies

- Education:
  - Advanced degree in relevant discipline (e.g., gender, development and social studies, sociology, political science, etc )
  - Advanced degree in evaluation is an asset.
- Professional experience:
  - At least 10 year experience in programme evaluation in a development context and proven accomplishment in undertaking evaluations, including leading evaluations of multi-stakeholder programmes for multilateral organizations.
  - Experience conducting Evaluability Assessments is highly desirable.
- Knowledge and skills
  - Knowledge of EA
  - Knowledge in results-based programming
  - Proven expertise in evaluating programmes focusing on human rights and/or gender equality;
  - Extensive knowledge of qualitative and quantitative evaluation methods
  - Excellent written and spoken English and presentational capacities
  - Excellent inter-personal skills and communication skills
  - Knowledge of the UN system would be a strong asset.
  - Knowledge of the development context of Viet Nam is desirable. ;

**Important:** The evaluator has to explicitly declare his/her independence from any organizations that have been involved in designing, executing or advising any aspect of the particular programme of UN Women Viet Nam that is the subject of the Evaluability Assessment. Selection process will ensure that the evaluator does not have any relationship with this particular UN Women Viet Nam programmes in the past, present or foreseen in the near future.

## 7. Evaluation ethics

Evaluations in the UN will be conducted in accordance with the principles outlined in both UNEG Norms and Standards for Evaluation in the UN System and by the UNEG ‘Ethical Guidelines for Evaluation’.

These documents will be attached to the contract. Evaluators are required to read the Norms and Standards and the guidelines and ensure a strict adherence to it, including establishing protocols to safeguard confidentiality of information obtained during the evaluation.

## 8. Application Evaluation Criteria

The evaluator will be evaluated based on technical capacities (70%) and financial proposal (30%).

Technical evaluation will be based on the following criteria:

1.1	Relevance of education and professional experience: <ul style="list-style-type: none"> <li>- Advanced degree in relevant disciplines (e.g., gender, development and social studies, sociology, political science..) Advanced degree in evaluation is an asset.</li> <li>- At least 10 year experience in programme evaluation in a development context and proven accomplishment in undertaking evaluations, including leading evaluations of multi-stakeholder programmes for multilateral organizations</li> <li>- Experience in conducting Evaluability Assessments</li> </ul>	20 points
1.2	Technical Knowledge: <ul style="list-style-type: none"> <li>- Expertise in evaluating programmes focusing on human rights and/or gender equality</li> <li>- Knowledge of quantitative and qualitative evaluation methods</li> <li>- Knowledge of evaluability assessment and results based programming</li> </ul>	30 points
1.3	Interpersonal skills	5 points
1.4	Knowledge of the UN system would be a strong asset.	5 points
1.5	Excellent written and spoken English.	5 points
1.6	Knowledge of the development context of Viet Nam. .	5 points

Applicants who fulfill 70% of the conditions contained in the technical points at the minimum will be shortlisted.

After having shortlisted the candidates based on their technical capacities, the financial proposal will be considered. The financial proposal accounts for 30% of the total evaluation.

## 9. Annexes

1. DPO 'Strengthening women's capacity in disaster risk reduction to cope with climate change'

## 10. Application Procedure:

Interested applicants please submit the following to [hr.bangkok@unwomen.org](mailto:hr.bangkok@unwomen.org) and [long.duong@unwomen.org](mailto:long.duong@unwomen.org) with application letter:

- Curriculum vitae
- Personal History Form (P11) (see attached UN Women form)
- Proposed daily rate
- Sample of evaluation/evaluability assessment report

Interested applicants must also submit CV to <http://unifembkk-roster.org>

**Deadline for Application: before midnight on 26 September 2013.**