

## Terms of Reference

### Final Evaluation of the 2<sup>nd</sup> Phase EAW Programme: Promote Efforts for National Legislation on Domestic Violence and Upscale the Multi-sector Model in China

**Job Code Title:** One international and one national consultant  
**Type of Contract:** Contract for Consultant  
**Location:** Beijing with travel to pilot sites in Hunan, Sichuan and Gansu  
**Duration of Contract:** April 20th –June 23rd 2017  
**Start Date:** 20th April  
**Proposal/CV requirements:** Please see section VII.  
**Application Deadline:** March 26th 2017

#### I. Background and Context

In China, as in other countries, domestic violence (DV) presents a significant risk to the health and well-being of women, as well as undermines the social and economic development of communities and the entire country. DV persists and continues to be treated as a family affair despite provisions in the Marriage Law (revised in 2001) and the Law on the Protection of Rights and Interests of Women (amended in 2005), which prohibit DV and explicitly state that violence against women (VAW) is a human rights violation. To support the implementation of these national legislations, 29 provinces have established regulations on the prevention of and response to DV. Moreover, in 2008, the All China's Women Federation (ACWF) and key government agencies jointly released a national policy document that identifies their roles and responsibilities in addressing DV.

The EAW Trust Fund supported the UN joint programme "Preventing and Responding to Domestic Violence (DV) in China through a Multi-sectoral Approach" from 2010 to 2012. The expected outcome of this three-year joint programme was to establish an effective DV prevention and response (DPVR) model in three counties and improve relevant DV laws and policies. The external, final evaluation of the programme in 2012 found that the local DPVR models were established and functioning in the three pilot sites in Hunan, Sichuan and Gansu Provinces. The three pilot sites have established preliminary tailored, multi-sectoral cooperation mechanisms at county level, with prevention of DV and response to the multiple needs of DV survivors as top priorities. However, the local DVPR models were still in early stages of development. In particular, the referral mechanism at community level still needed further improvement to ensure services meet the needs of DV survivors. While evaluators observed a moderate increase in DV awareness among the general public, uptake of DV services did not to increase significantly.

The EAW joint programme highlighted the need for a DV Law that addresses violence against women, children, the elderly and the disabled occurring within the home or within intimate relationships. As this DV Law was already on the National People's Congress' (NPC) legislative agenda, it was suggested that more efforts should be made to 1) support the drafting process of the law to incorporate internationally accepted standards and definitions; 2) further develop the multi-sectoral DPVR models in Hunan, Sichuan and Gansu provinces for national scaling-up, based on the pilot model established during the previous EAW programme.

#### Programme Description:

Based on the recommendations and lessons learned from the EAW joint programme, a second phase of the programme "Promote Efforts for National Legislation on Domestic Violence and Upscale the Multi-sector Model in China" was formulated and the programme

covers a period of July 14 2014 to July 15 2017. The programme aims to contribute to the DV Law drafting process and further develop the DVPR model in Hunan, Sichuan and Gansu based on the pilot model established during the previous ERAW Joint Programme supported by the ERAW Trust Fund. Following the passing of China's first DV Law on December 27th 2015 and coming into effect on March 1st 2016, the programme has been working towards the implementation of the law.

Long term objective: Increase the number of women in China that can enjoy their right to a life free from DV.

Overall Goal of the programme is to protect women from DV in China through national legislation and improved and expanded services. The outcome is defined as "Government took measures to better address DV in China by adopting international standards and the multi-sectoral model in the 3 pilot provinces".

The expected outputs to be achieved during the three years of this programme are as follows:

1. Increased knowledge of international standards and of value of the multi-sectoral prevention and response model implemented under the programme among decision-makers at national level.
2. Enhanced capacity of multi-sectoral service providers and community workers to provide coordinated quality services based on the needs of DV survivors in the pilot sites in Ningxiang County of Hunan Province, Jingyuan County of Gansu Province, and Yilong County of Sichuan Province.
3. Increased willingness among policy makers at provincial level in Hunan, Sichuan and Gansu to replicate multi-sector model throughout the three provinces.

The programme uses the strategy of a rights-based, multi-sectoral approach. Its key activities include advocacy for the DV Law drafting team, capacity building of multi-sector service providers in the pilot sites, male involvement and public advocacy. Community mobilization and individual behavior change activities aim at improving knowledge, attitudes and practices of community members (including men and youth). To respect, protect and fulfill women's human rights provided under the CEDAW, the programme works to raise women's awareness of their rights and to conduct advocacy activities targeting policy decision-makers and legislators.

By adopting a rights-based and DV survivors'-centered approach and ensuring survivors' well-being and safety, the programme continues the work that began in Ningxiang County of Hunan Province, Jingyuan County of Gansu Province, and Yilong County of Sichuan Province, to demonstrate an effective community intervention model through a strengthened multi-sectoral referral mechanism based on the early results produced under the ERAW joint programme.

## **II. Evaluation purpose and use**

The overall purpose of this evaluation is to provide a solid assessment of the programme's relevance, effectiveness, efficiency, impact and sustainability guided by

- Relevance: extent to which the expected results are consistent with beneficiaries' requirements, country-needs, global priorities, UN Women's mandate and comparative advantage and partners' and donors' policies;

- Effectiveness: extent to which 2nd Phase EVAW outputs/outcomes were achieved, including coordination, management and institutional structure of the programme implementation.
- Efficiency: measures of the programme delivery (monitoring and indicators) and how economically resources/inputs (funds, expertise, time, etc.) are converted to results.
- Sustainability: The probability of continued long-term benefits from the programme results; and
- Impact: change/progress in lives of women and girls suffering violence and possible change/progress in mind set of different stakeholders throughout the programme implementation in contributing to transformational change for gender equality and women's empowerment.

The evaluation will provide a series of recommendations and proposals for improving programme design and management structure, as well as strategic approaches, in order to inform decisions concerning similar projects and programmes.

The evaluation will also consider:

- Relationships and coordination with national and sub-national stakeholders, decentralized structures and systems, and identify opportunities for improved collaboration and coordination.
- Relevance, efficiency, and sustainability of the convergence approach in line with the OECD-DAC criteria for evaluation, together with integration of human rights, gender equality and environmental sustainability in line with UN Women's evaluation criteria.

### III. Evaluation Key Questions

The consultant should be guided but not limited to the scope of the evaluation questions listed below. The consultant should raise and address any other relevant issues that may emerge during the evaluation:

Evaluation Criteria	Key Questions
Relevance	<p>a) To what extent are the programme objectives consistent with beneficiaries' needs and the country's violence against women priorities, global trends and processes and partners' and donors' requirements; in other words, are the programme goals relevant in China?</p> <p>b) What is UN Women's comparative advantage in this area of work compared with other UN entities and key partners?</p> <p>c) To what extent is the intervention aligned with and contribute to international conventions (e.g. CEDAW, SDG) and related documents (e.g. Concluding Observations), and other relevant international agreements on human rights and gender equality?</p> <p>d) To what extent is the intervention informed by substantive and tailored human rights and gender analyses that identify underlying causes and barriers to beneficiaries' fulfillment of human rights and gender equality?</p>

	e) To what extent is stakeholder participation relevant to the intervention?
Effectiveness	<p>a) To what extent has the programme made progress towards planned outcomes and outputs? Which areas or outcomes have progress and least progressed and why?</p> <p>b) How effective were the programme strategies in achieving expected results?</p> <p>c) During the programme implementation, were there systematic and appropriate efforts to include various groups of stakeholders, including those who are most likely to have their rights violated?</p> <p>d) To what extent did the programme develop and build capacities of partners to protect women’s human rights and promote gender equality?</p> <p>e) How effective has the programme been in establishing ownership?</p> <p>f) What are the lessons learned from these partnerships and the possibilities to replicate them?</p> <p>g) To what extent has the programme been implemented using a Human Rights based-approach?</p> <p>h) Did the programme implementation maximize efforts to build the capacity of rights holders and duty bearers?</p>
Efficiency	<p>a) Have resources (funds, human resources, time, expertise, etc.) been allocated strategically to achieve results? Have resources been used efficiently?</p> <p>b) Have programme funds and activities been delivered in a timely manner?</p> <p>c) Assess managerial and work efficiency. Were management capacities adequate?</p> <p>d) How effectively did the programme management team monitor programme performance and results?</p>
Impact	<p>a) What are the positive and negative, primary and secondary long-term effects produced by the Programme, directly or indirectly, intended or unintended?</p> <p>b) Have rights holders been able to enjoy their rights? Have duty bearers improved the ability to comply with their obligations?</p> <p>c) Has the programme enhanced the international standards in various training, research and advocacy/campaigns planned and implemented?</p> <p>d) How effective were the accountability mechanisms operating on anti- DV, human rights and gender equality?</p> <p>e) Have there been any good practices, community response model(s) and tenable change produced under the programme that could be up-scaled?</p>

Sustainability	<p>a) To what extent has the programme supported:</p> <ul style="list-style-type: none"> <li>✓ Development of an enabling or adaptable environment for real change on eliminating domestic violence, protecting women’s human rights and gender equality</li> <li>✓ Institutional change conducive to systematically addressing domestic violence, human rights and gender equality concerns</li> <li>✓ Establishment of accountability and oversight systems between rights holders and duty-bearers</li> <li>✓ Capacity development of targeted rights holders (to demand) and duty bearers (to fulfill) rights</li> <li>✓ Development of appropriate model responses to the violence against women at the community level and its implications for the policy change.</li> </ul> <p>b) How was exit strategy planned/ addressed during programme implementation?</p> <p>c) Can the programme approach or results be replicated or scaled up by national partners? What would support their replication and scaling up?</p> <p>d) Any gaps to be further addressed by future programmes to ensure sustainability of the programme models?</p>
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#### IV. Scope

The evaluation will look at the UN Women’s “Promote Efforts for National Legislation on Domestic Violence and Upscale the Multi-sector Model in China (2nd Phase EVAW)” programme which has been implemented by ACWF. Under this, the scope of the evaluation is limited to the programme funded by the Government of China, implemented over the period of 3 years (July 14 2014 – July 15 2017) with a total budget of USD 500,000.

The evaluation will focus on the 2nd Phase EVAW overall, programme achievements at outcome level, assess the programme impact against its original design where possible; and identify key successes, lessons and experiences arising during programme implementation at national level and in one county in each of the three selected provinces, namely Hunan, Gansu and Sichuan provinces. The evaluation will also assess the management and coordination structure of the programme and analyse its benefits and shortcomings against the achievements and impact of the programme.

The final evaluation of the programme is to be conducted externally by an independent consultants’ team, consisting of one international and one national consultant, both of whom are preferably based in Beijing. UN Women China will provide substantive support, in close consultation with ACWF who is the Responsive Party for the implementation of the programme. The evaluation will be conducted in the period of April to June 2017.

#### V. Methods, Processes and Timeframe

Methodology:

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 guidelines and UNEG Norms, Standards, Ethical Guidelines, Code of Conduct for Evaluations and Integrating Human Rights and Gender Equality in Evaluations in the UN System.

The evaluation will be a transparent and participatory process involving relevant UN Women stakeholders and partners at national and local levels. These are including but not limited to: UN Women staff, staff from UN agencies, and ACWF staff at national, provincial and county levels, multi-sectoral partners, community workers, and/or women who are survivors of domestic violence if appropriate.

The evaluation will examine all the relevant documents of the programme, including programme document with logical framework, annual work plan, progress report by implementing partners, UN Women's progress reports to the donor, knowledge products produced in the frameworks of the programme, the evaluation report of the UN joint programme conducted in 2012, etc.

The evaluation methodology will employ mixed methods for data collection. The evaluation will have two levels of analysis and validation of information:

- *Level 1:* A desk review of information sources, such as, but not limited to: programme documentation, work plans, roles and responsibilities, partnership agreements, progress reports, mission reports, technical products developed, data collected, and any important correspondence between key parties.
- *Level 2:* In-depth analysis of the programme both by qualitative and quantitative data collection. This will involve visits to project sites in three provinces where the programme has been implemented, and will employ a number of evaluation methods ranging from document reviews, interviews, focus group discussions, surveys, observations.

#### Evaluation process:

The evaluation will look at the progress made towards the results of the programme and communicate lessons learned and any recommendations for future programming to UN Women and partners. The entire process will take place over a period of April to June 2017, in which collection of field data should be completed over a period of 1 month from the start of data collection.

The evaluation should include the following steps:

#### **Step 1: Desk review: Key documents, reports, policy papers**

The evaluation team will attend an inception meeting where orientation on programme objectives will be offered, as well as on progress made. At this stage of the evaluation, the evaluators will have the chance to speak with UN Women staff, as well as with selected stakeholder representatives. The evaluation team will be given key programme documentation for review. The inception meeting, desk review of key programme documents (e.g. programme documentation, contracts, agreements, progress reports, mission reports, etc.), and key stakeholder interviews to understand the scope of the evaluation - will be held to inform the drafting of the inception report. This stage of the process can be home-based.

#### **Step 2: Inception report**

The draft Inception Report should be submitted, with methodology and evaluation design. The inception report will be reviewed by UN Women. The Inception Report will then be finalized based on UN Women's feedback. The Inception Report should include final evaluation questions, identified stakeholders for interviews and discussions, and the methodology of the evaluation.

### **Step 3: Data collection (mixed-methods)**

The evaluation team will conduct interviews and meetings in Beijing with UN Women, ACWF and other UN agencies in Beijing on how stakeholders view the programme. Information and data from programme staff at national and local levels, documentation, surveys (pre- and post-training survey) and stakeholder interviews and group discussions are used to determine plausibility of the programme model, i.e. to the extent it is properly implemented, sufficiently developed, and activities appropriate, to reasonably predict that the programme is contributing to the stated results, with a particular emphasis on output level results. This data collection will include both in-country, face-to-face and/or virtual (telephone, video conferencing) interviews.

The evaluation team will conduct field visit to selected programme provinces. A short and simple questionnaire should be complimented by focus group discussion at the field level to collect data facts and information from the implementing partners and beneficiaries for in-depth insights of the programme effectiveness efficiency and sustainability. In the selected programme sites, the evaluation team will

- Attend an initial briefing meeting with all local participating organizations and departments,
- Meet relevant provincial/municipality level key stakeholders (e.g. ACWF, health bureau, public security bureau, bureau of justice, civil affairs departments),
- Visit programme county/communities in the programme provinces according to the detailed schedule and meet relevant stakeholders and beneficiaries, and
- Hold a debriefing meeting with local participating organizations and departments at which preliminary findings will be presented by the consultant.

### **Step 4: Data analysis and synthesis**

Collected data should be analysed, and the Analysis Framework should be clearly explained in the report and also shared during the inception phase.

### **Step 5: Sharing of preliminary findings**

The evaluation team will share preliminary findings and recommendations with UN Women at the end of the field visit and interviews with stakeholders. The evaluators will draft the report and present the initial report to a group with representatives from UN Women and key stakeholders.

### **Step 6: Report writing**

The evaluation team makes conclusions and recommendations. Conclusions and recommendations are drawn from the data. The evaluators is encouraged to guard against validity threats, such as personal bias.

### **Step 7: Sharing of draft report**

The evaluation team finalizes a draft report and share the draft report to stakeholders to validate information. The report structure should follow UNEG's evaluation report guidance.

UN Women will review the report as part of quality assurance and will share it with ACWF for feedback.

**Step 8: Finalization of the Report**

The evaluation team will finalize the report. Recommendations will be drafted for Management Response.

**Step 9: Dissemination of Report**

UN Women will develop a dissemination and utilization plan following the finalization of the Evaluation Report.

UN Women and ACWF will be responsible for providing logistic support. Detailed itinerary will be developed in consultation with the consultant, UN Women and ACWF.

Timeframe / Work plan:

The timeframe (tentative) for 27 working days for evaluation team spread across the period of April 20 to June 23 2017.

Items	Responsible Party	No. of working days	Deliverable Deadline	April				May				June			
				1	2	3	4	1	2	3	4	1	2	3	4
Inception meetings with UN Women and ACWF, desk review and drafting inception report with evaluation methodology	Evaluation team	5	7 May												
Review of inception report by UN Women/ACWF – 1 week	UN Women ACWF														
Finalization of inception report	Evaluation team	1	12 May												
Data collection: trip to the programme sites and meeting with stakeholders in Beijing	Evaluation team	9													
Presentation of preliminary findings to UN Women	Evaluation team	1	26 May												
Submit 1st draft report, which summarizes key findings and recommendations	Evaluation team	5	1 June												
Review 1st draft report by UN Women and ACWF - 1 week	UN Women ACWF														
Submit 2nd draft report	Evaluation team	3	11 June												
Review 2nd draft report by UN Women and ACWF - 1 week	UN Women ACWF														
Finalization and submission of final report in English and Chinese	Evaluation team	3	23 June												

## VI. Deliverables

The deliverables of the evaluation are as follows:

- 1. 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 an evaluation matrix, proposed schedule of tasks, activities and deliverables. The inception report should also contain a description of the country visits. UN Women guidance on inception reports is available.
- 2. Preliminary Findings:** The evaluation team shall share initial findings and recommendations with the UN Women programme team prior to the stakeholders' consultation.
- 3. Draft Reports:** Report structure should follow UNEG evaluation report guidance.
- 4. Review to validate data and provide feedback comments:** UN Women China should make share for sharing draft report with ACWF to validate data and provide feedback to the draft report at a timely manner.
- 5. Final Report:** The final report will follow UN Women's Report Guidance, and be submitted in hard and in soft copy in English and Chinese.

**Note: All process should be guided by UNEG's guidance on human rights and gender equality in evaluation: <http://uneval.org/document/detail/1616>**

## VI. Management arrangement

The evaluation team will work in close collaboration and consultation with UN Women China and programme management structure as per the table below:

Actors and accountability	Roles and Responsibilities
China Country Programme Manager	<ul style="list-style-type: none"><li>• Safeguard of the independence of the evaluation exercise and ensure quality of the evaluation</li><li>• Prepare a management response to the evaluation</li></ul>
Evaluation Task Manager – Programme Coordinator	<ul style="list-style-type: none"><li>• Prepare TOR for the evaluation</li><li>• Provide all the document information sources the evaluators require</li><li>• Provide inputs from the programme perspective</li><li>• Participate in the review of the evaluation methodology</li><li>• Help identify the Programme sites to be visited</li><li>• Help arrange the travel to the Programme site and other logistic issues in close consultation with ACWF.</li><li>• Observe the evaluation process</li><li>• Facilitate the process by providing available documents, data and contacts</li><li>• Clarify questions raised during the evaluation</li><li>• Provide inputs for the evaluation report</li></ul>
Regional Evaluation Specialist	<ul style="list-style-type: none"><li>• Support the UN Women China on all stages of evaluation management, in terms of technical evaluation issues</li></ul>

<p>Programme implementation team – UN Women and ACWF</p>	<ul style="list-style-type: none"> <li>• ACWF will provide logistic support to facilitate the evaluators’ field visits and meetings with partners and individuals at national and local levels at the request of the evaluators</li> <li>• Participate in various steps of the evaluation management process, such as inception meeting and commenting on draft reports</li> </ul>
<p>Evaluation Team Leader</p>	<ul style="list-style-type: none"> <li>• Lead and conduct the evaluation, and be responsible for the relevant deliverables</li> <li>• Communicate with UN Women whenever needed</li> <li>• Oversee field visits and data collection</li> </ul> <p>Deliverables and Deadline</p> <ul style="list-style-type: none"> <li>• First inception report, 7 May</li> <li>• Final inception report, 12 May</li> <li>• Presentation of preliminary findings, 26 May</li> <li>• First draft report, 1 June</li> <li>• Second draft, 11 June</li> <li>• Final report in English, 23 June</li> </ul>
<p>Evaluation Team Member</p>	<ul style="list-style-type: none"> <li>• Conduct the evaluation, and be responsible for the relevant deliverables</li> <li>• Communicate with UN Women whenever needed</li> <li>• Conduct field visits and data collection</li> </ul> <p>Deliverables and Deadline</p> <ul style="list-style-type: none"> <li>• First inception report, 7 May</li> <li>• Final inception report, 12 May</li> <li>• Presentation of preliminary findings, 26 May</li> <li>• First draft report, 1 June</li> <li>• Second draft, 11 June</li> <li>• Final report in Chinese, 23 June</li> </ul>

## VII. Personnel / Qualifications

The evaluation team should consist of one international as team leader and one national consultant as team member to conduct the evaluation process and produce deliverables. The team leader will consult with the national expert on division of labour for specific tasks, but retain the overall responsibility for delivering expected deliverables and evaluation results with the support of the national expert.

An application with both international and national evaluators is highly desirable. Beijing based applications will be prioritized. The evaluation team should clearly detail roles and responsibility, and the number of days each member shall work. CVs of team members have

to be attached, with at least 2 references. Sample of previous work should be included, they will be asked for during assessment of proposals. A cover letter confirming availability for the task and the daily consulting rate requested should be included in the application package.

**Qualifications for an international evaluator serving as the team leader:**

- At least Master's Degrees in social sciences, evaluation, development studies, gender studies, law studies, sociology, political science;
- Strategic thinking and proven expertise on gender analysis and gender based violence;
- At least 10 years' experience in programme evaluation and proven accomplishment in undertaking evaluations, preferably gender based violence or/and violence against women evaluation including leading evaluations of multi-stakeholder programmes;
- Experience in conducting complex evaluations in the development field and with international organizations (at least 8 evaluations of which at least one as team leader);
- Knowledge in results-based programming in support of gender based violence, gender justice and human rights;
- Excellent inter-personal and communication skills;
- Excellent written and spoken English and presentational capacities;
- Spoken and presentational capacity in Chinese very strong asset;
- Extensive knowledge of qualitative and quantitative evaluation methods;
- Previous experience of working with the UN, with China experience is a distinct advantage;
- Knowledge of the gender based violence in the context of China and preferably previous experience in anti-DV initiatives in China an asset;
- Excellent drafting and writing skills to produce and present concise and analytical reports and communicate clearly with evaluation stakeholders;
- Excellent interpersonal and teamwork skills;
- Display of integrity, by modelling the UN's values and ethical standards; and
- Cultural, gender, religion, race, nationality and age sensitivity and adaptability are required.

**Qualifications for a National evaluator serving as team member:**

- At least Master's Degrees in social sciences, evaluation, development studies, gender studies, law studies, sociology, political science;
- At least 5 year experience in participating in programme evaluations with gender-responsive evaluations is a requirement;
- Experience with programmes and/or evaluations on gender based violence, especially domestic violence;
- Excellent English and Chinese drafting and writing skills to produce and present concise and analytical reports and communicate clearly with evaluation stakeholders
- Excellent understanding and commitment to UN Women's mandate is a requirement;
- Previous experience of working with the UN, with experience working in China is a distinct advantage;
- Display of integrity, by modelling the UN's values and ethical standards;

- Cultural, gender, religion, race, nationality and age sensitivity and adaptability are required.

#### **VIII. 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. Evaluators are also required to be guided by UN Women's Handbook on Gender-Responsive Evaluations throughout the process.