



## Terms of Reference amdt II

<b>Title:</b>	Independent Mid-term Evaluation of the project Safe and Fair: Realizing women migrant workers' rights and opportunities in the ASEAN region
<b>Duration of assignment:</b>	From 20 January 2021 to 15 August 2021
<b>Location:</b>	Home-based
<b>Type of contract:</b>	Special Service Agreement (SSA)
<b>Supervision:</b>	Ending Violence against Women Programme Specialist

The UN Women Regional Office for Asia and the Pacific seeks expressions of interest from qualified independent evaluators with experience in violence against women for the mid-term evaluation of the Safe and Fair project.

### Background

Safe and Fair: Realizing women migrant workers' rights and opportunities in the ASEAN region (2018-2022) is part of the multi-year EU-UN Spotlight Initiative to Eliminate Violence against Women and Girls. Safe and Fair is implemented by the ILO and UN Women, in collaboration with UNODC, with a total budget of Euro 25.5 million.

Safe and Fair delivers technical assistance and support with the overall objective of making labour migration safe and fair for all women in the ASEAN region. Safe and Fair engages with ASEAN Member States' government authorities; ASEAN institutions; workers' organizations; employers and recruitment agencies; civil society organizations; community-based organizations; families and communities; research institutions and academia, media networks, youth, and the general public and supports programming in Brunei Darussalam, Cambodia, Indonesia, Lao People's Democratic Republic, Malaysia, Myanmar, Philippines, Singapore, Thailand and Viet Nam.

Per the Project Document, the ILO's *Policy guidelines for results-based evaluation*<sup>1</sup> and the *Evaluation policy of the United Nations Entity for Gender Equality and the Empowerment of Women*<sup>2</sup> provide the framework for carrying out the Programme's independent mid-term evaluation. These guidelines adhere to the norms and standards of evaluation adopted by the United Nations Evaluation Group and the OECD/DAC Evaluation Quality Standards.

Immediately following the Inception Phase from January-September 2018 the programme undertook an Evaluability Assessment to ensure that the programme design met minimum standards for monitoring and evaluation, by assessing a set of design-specific aspects prior to implementation defined as "evaluability". This adheres to the OECD/DAC definition of evaluability as follows: "the extent to which

an activity or a program can be evaluated in a reliable and credible fashion.”<sup>3</sup> The Evaluability Assessment sought to assess and inform the M&E strategies for the entire programme cycle of Safe and Fair. This is available from the programme.

The Evaluability Assessment recommended that the Mid-Term Evaluation be conducted slightly later than the exact mid-way point of the programme (mid 2020), given the 9-month Inception Phase. Thus this Mid-Term Evaluation is being conducted in Q4 2020- Q1 2021.

The evaluation will systematically assess the performance of the programme against a set of key criteria and derived questions, document lessons learned and good practices and make recommendations for improved results or the development of future interventions. To ensure that the evaluation addresses the information needs of all parties, the Evaluation Managers will work closely with the European Commission and Spotlight Secretariat. In reviewing and endorsing the Terms of Reference, qualifications of the independent consultants, evaluation questions and schedule of meetings.

The Mid-Term Evaluation report will be submitted to the relevant ILO and UN Women departments, the Fund Governing Body through the Spotlight Secretariat and the European Commission, as well as shared with programme partners. The report will be made publicly available on the respective website of each organization. A management response to the recommendations will be developed and approved by the Operational Steering Committee of the Fund in consultation with the Commission, ILO and UN Women, clearly stating the follow-up actions to be taken.

### **Programme Background**

Roughly half of the approximately 10 million migrants in the ASEAN region are women. Women’s labour migration is an important aspect of labour mobility in the region and can be a crucial source of empowerment for women with women migrant workers making vital social and economic contributions to their communities and countries of origin and destination. However, the positive experiences and contributions of women migrant workers can only be fully ensured if their labour and human rights are fully protected.

Whether migrating through regular or irregular channels, women migrant workers face a risk of violence, trafficking and abuse from intermediaries and employers, as well as from partners and others, due to intersecting vulnerabilities and discriminative factors that compound each other, such as poverty, gender, ethnicity, immigration status, education and limited access to information.

Additionally, for women migrant workers survivors of violence, there are many barriers to access essential services such as health care, legal, justice, police and social services, even when they are legally working in the country.

Violence against women migrant workers is part of the broader spectrum of violence against women, and the cultural and gendered norms that drive it. Those cultural and gendered norms – including the use of gender specific bans – impact the migration experiences of women, including their decision to migrate and the opportunities available to them, restricting their ability to access regular migration into skilled, safe and well-paid employment. Migrant women commonly work in agriculture, manufacturing, services and construction, often in lower paid, informal employment with few if any labour protections. They are also significantly over-represented in domestic work

## Safe and Fair programme

Given the above, there was seen a need for a programme which addresses both the need for stronger gender-responsive migration governance in order to increase better and regular migration opportunities for women into protected labour sectors; and the need for improved information and enhanced coordinated quality services for women throughout the migration cycle to prevent and respond to VAW and trafficking. This programme was designed to promote gender-responsive labour migration laws, policies, practices and services, and support the organization, leadership, empowerment of women migrant workers. It aims to address the legal, policy and institutional gaps and barriers faced by women migrant workers, as well as enhance their access to fair and safe migration by addressing exploitation, forced labour and trafficking. To address violence against women migrant workers, the programme aims to strengthen peer networking, mobilize communities, enhance access to information on available services and support front-liners to provide coordinated services. Addressing the root cause of violence-gender inequality, gender stereotypical knowledge and attitudes, the programme aims at changing these. Collection of data and evidence – starting from labour migration flows to VAW data is fundamental to achieving programme results.

<sup>1</sup> [http://www.ilo.org/eval/Evaluationpolicy/WCMS\\_168289/lang--en/index.htm](http://www.ilo.org/eval/Evaluationpolicy/WCMS_168289/lang--en/index.htm)

<sup>2</sup> <http://undocs.org/en/UNW/2012/12>

<sup>3</sup> <http://www.oecd.org/dataoecd/29/21/2754804.pdf>

## Mid-term Evaluation objectives

- to assess the **relevance** of the Safe and Fair Programme within the ASEAN and COVID-19 context and the extent to which the model responded to the priorities and needs of women migrating for labour;
- to assess the **coherence** of the Safe and Fair Programme with respect to the UN system efforts and joint approach;
- to identify effective **strategies**, barriers and challenges to progress towards the specific objectives;
- to determine the extent to which the Programme is **cost-effective** and was implemented in the most **efficient** manner including the role of the management and coordination mechanisms in supporting and guiding the programme management team
- to assess the extent to which the Safe and Fair implemented a human **rights** and gender **responsive approach** in the design and implementation.
- to propose **lessons learned and recommendations** for the subsequent phase of Safe and Fair.

## Introduction

- The ILO and UN Women are currently undertaking an independent evaluation of the Safe and Fair project. The HLE is led by a two-member team of independent international evaluators. It is managed by an ILO Senior Evaluation Officer and the UN Women Regional Evaluation Specialist.
- In the light of current Covid 19 pandemic situation, that prevents international missions, it has been decided to engage national evaluators to facilitate country level data collection in selected countries as they have the advantage of location, language and required flexibility in undertaking data collection in this situation.
- The ToR for national consultants sets out the required competencies and key tasks of the national level consultants. The sections below outline the specificities of the assignment:

### Key tasks

- Participate in evaluation management meetings
- In coordination with the evaluation managers, the international consultants, project management and country offices, organise (remote) interviews at the country level. The contact information of of constituents/stakeholders/partners to be interviewed will be made available by the project management and Country Offices.
- Undertake a limited number of interviews using the interview tool provided by the international evaluators.
- Assist the evaluation team in the preparation of country case studies.

### Expected Outputs

The deliverables from the evaluation will include:

Deliverables	Timeframe	Proposed amount
1. Inception report and PPT for presentation to the EMG/ERG	Feb 2021	
2. Draft MTE report	Apr 2021	
3. Final MTE report	June 2021	

6. **Time frame:** The assignment comes into effect from the day of signing the contract.

Tasks	Working days	Amount
Organising the logistics for the remote interviews and focus group discussions.	X days	X
Interviews (telephonic/in-person as per the situation)	y days	X
Providing inputs into the country case studies	z days	X
	<b>Total: ? days</b>	<b>X</b>

The total duration of the work is expected to take ? days. The findings from the remote interviews will feed into the country case studies which, in-turn, will serve as inputs into the final report.

### 7. Key deliverables:

- Remote interview schedules
- Interview notes from any remote interviews that are conducted
- Follow-up to responses of on-line survey

### 8. Management Arrangements

- The national consultant will work under the guidance of the international evaluators and work within the briefing provided and framework developed by the evaluation team (evaluation questions and reporting templates).
- For all administrative matters as well as matters relating to logistics, the national consultant will communicate with the evaluation managers who will serve as the first port of call for this assignment.
- All draft deliverables are to be submitted to the international evaluators for their review and feedback, following which the national consultant would finalise the deliverables

9. **Fee:** This contract is an external collaboration contract. The total amount of the contract is US\$ \_\_\_\_, that corresponds to the fees of ? days@a USD: \_\_\_\_ USD

#### 10.

- 100% of the fees upon receipt of satisfactory and timely submission deliverables listed above

#### **Duties and Responsibilities**

Reporting to the Ending Violence against Women Programme Specialist, the consultant will carry out tasks mentioned in key tasks in consultation with Ending Violence against Women Programme Specialist SAF team.

#### **Schedule of Payments**

Each payment will be processed upon final submission and validation of the corresponding deliverable.

#### **Required qualification**

##### **Profile**

- Post graduate degree in a field of relevance for the evaluation (Gender, Sociology, Political Science, Anthropology, or other Social Science degree), and have specific experience in the field of labour migration and/or gender-based violence. (one team leader in each thematic area will be chosen)
  - Contextual Knowledge of the UN, ILO, UN Women and the ASEAN region;
  - Adequate Technical Specialization: Demonstrated knowledge and expertise of labour migration and VAW topics;
  - At least 10 years' experience in evaluations of policies, strategies, country programmes and organizational effectiveness; at least 5 years' experience serving as a team leader with experience applying human rights and gender based approaches to evaluation.
    - Experience conducting country programme evaluations for UN organizations is an asset
    - Expertise in qualitative and quantitative evaluation methods and an understanding of issues related to validity and reliability;
    - Fluency in spoken and written English,

##### **Key competency**

- Sound understanding of the ILO's and UN Women's respective mandates.
- Strong understanding of the national developmental context including

- violence against women, gender equality, labour migration issues,
- Proven skill in qualitative and quantitative data collection, especially for the purpose of evaluations
- Sound local language skills and strong writing skill in English is required.

### **Core Values**

- Respect for Diversity
- Integrity
- Professionalism

### **Evaluation**

Applications will be evaluated based on the cumulative analysis.

- Technical Qualification (100 points) weight; [70%]
- Financial Proposal (100 points) weight; [30%]

A two-stage procedure is utilised in evaluating the applications, with evaluation of the technical application being completed prior to any price proposal being compared. Only the price proposal of the candidates who passed the minimum technical score of 70% of the obtainable score of 100 points in the technical qualification evaluation will be evaluated.

### ***Technical qualification evaluation criteria:***

The total number of points allocated for the technical qualification component is 100. The technical qualification of the individuals is evaluated based on following technical qualification evaluation criteria:

<b>Technical Evaluation Criteria</b>	<b>Obtainable Score</b>
<p><b>A) Education</b></p> <ul style="list-style-type: none"> <li>• Post graduate degree in a field of relevance for the evaluation (Gender, Sociology, Political Science, Anthropology, or other Social Science degree), and have specific experience in the field of labour migration and/or gender-based violence. (one team leader in each thematic area will be chosen)</li> </ul>	20%
<p><b>A) Substantive experience and skills</b></p> <ul style="list-style-type: none"> <li>• Contextual Knowledge of the UN, ILO, UN Women and the ASEAN region;</li> <li>• Adequate Technical Specialization: Demonstrated knowledge and expertise of labour migration and VAW topics;</li> <li>• At least 10 years’ experience in evaluations of policies, strategies, country programmes and organizational effectiveness; at least 5 years’ experience serving as a team leader with experience applying human rights and gender based approaches to evaluation.</li> <li>• Experience conducting country programme evaluations for UN organizations is an asset</li> <li>• Expertise in qualitative and quantitative evaluation methods and an understanding of issues related to validity and reliability;</li> </ul>	70%

Technical Evaluation Criteria	Obtainable Score
<b>B) Reporting writing, editing and language skills</b> <ul style="list-style-type: none"> <li>• Fluency in spoken and written English</li> </ul>	10%
<b>Total Obtainable Score</b>	<b>100%</b>

The time required for the consultancy is from 15 December 2020 to 15 August 2021. The consultancy will be home-based.

**Financial/Price Proposal evaluation:**

- Only the financial proposal of candidates who have attained a minimum of 70% score in the technical evaluation will be considered and evaluated.
- The total number of points allocated for the financial component is 100.
- The maximum number of points will be allotted to the lowest price proposal that is opened/evaluated and compared among those technical qualified candidates who have attained a minimum of 70% score in the technical evaluation. All other price proposals will receive points in inverse proportion to the lowest price.
- Financial proposal: the financial proposal shall specify a lump sum amount breaking down the professional fee for each deliverable.

**Submission of application**

Interested candidates are encouraged to submit electronic application through the UNDP Application system and e-mail to [hr.bangkok@unwomen.org](mailto:hr.bangkok@unwomen.org) with the subject “**SAF Mid Term Evaluation**” no later than **30 November 2020**.

*Submission package includes:*

- A one-page cover letter indicating relevant expertise and availability during the evaluation time-frame and a financial proposal.
- Personal History Form (P11 which can be downloaded from <http://asiapacific.unwomen.org/en/about-us/jobs>)
- Full CV(s) of the applicant team members clearly indicating the lead evaluator/researcher.
- 2 examples of evaluation reports that were written as team leader
- List of 3 professional references
- Financial proposal: the financial proposal shall specify deliverable fees breaking down into the professional fee per deliverable.

Consultants with labour migration experience may also apply to ILO (via e-mail to [russon@ilo.org](mailto:russon@ilo.org)). If you are applying as a team, please indicate in your cover letter the name of a contact person.

**\*\* Please note, you can only submit 1 file in the UNDP application system. If you submit your application through the UNDP application system, please create one file with all the required documents. Applicants with incomplete submission will not be considered. \*\***

**Note:**

- *The national consultants are required to fully comply by the advisories issues by the local government and the UN regarding domestic travels and social distancing.*
- *Please keep in mind the contract may have to be terminated prematurely if it appears unfeasible that the desired deliverables will be received/achieved because of COVID related developments.*
- *The national consultants are also required to sign the Code of Conduct Agreement together with the contract document.*