

UNITED NATIONS CHILDREN'S FUND (UNICEF)

CALL FOR INSTITUTIONAL EXPRESSIONS OF INTEREST (EOIs)

EVALUABILITY ASSESSMENT: UNFPA-UNICEF Global Programme to Accelerate Action to End Child Marriage

Subject: Evaluability Assessment: UNFPA-UNICEF Global Programme to Accelerate Action to End Child Marriage

Date of the EOI: 20 June 2016

Closing Date of the EOI: 8 July 2016

Email EOI to: evalofficeapplications@unicef.org

1 PURPOSE OF EXPRESSION OF INTEREST (EOI)

UNICEF's Evaluation Office (EO) is seeking Expressions of Interest (EOI) from qualified evaluation professionals or institutions (consultancy firms, universities, etc.) for the provision of services to complete an Evaluability Assessment of the UNFPA-UNICEF Global Programme to Accelerate Action to End Child Marriage. *The full Terms of Reference for this exercise is available [here](#).*

2 BACKGROUND

The UNICEF and UNFPA Evaluation Offices plan to jointly commission an evaluability assessment of the UNFPA-UNICEF Global Programme to Accelerate Action to End Child Marriage. The exercise to determine the overall readiness of the programme to be evaluated in a reliable and credible fashion and check the coherence and logic of the programme.

The initial phase of the UNFPA-UNICEF Global Programme is spanning from 1 January 2016 to 31 December 2019, with an indicative four-year budget (2016-2019) estimated at \$246.7 million. The Global Programme focuses on five key outcomes:

1. Adolescent girls at risk of an affected by child marriage are better able to express and exercise their choices.
2. Households demonstrate positive attitudes and behaviours regarding gender equality and equity.
3. Relevant sectoral systems deliver quality and cost-effective services to meet the needs of adolescent girls.
4. National laws, policy framework and mechanisms to protect and promote adolescent girls' rights are in line with international standards and properly resourced.
5. Government(s) support and promote the generation and use of robust data and evidence to inform programme design, track progress and document lessons.

The beneficiaries of the UNFPA and UNICEF Global Programme are adolescent girls (ages 10-19) at risk of child marriage or already in union, particularly adolescent girls in the 12 programme countries¹. Initial calculations estimate that the programme will reach approximately 2.5 million adolescent girls.

¹ Yemen, Ethiopia, Mozambique, Uganda, Zambia, Burkina Faso, Ghana, Niger, Sierra Leone, Bangladesh, India and Nepal.

3 OBJECTIVES OF THE EVALUABILITY ASSESSMENT

The purpose of the Evaluability Assessment is to determine the extent to which progress towards the objectives of the UNFPA-UNICEF Global Programme to Accelerate Action to End Child Marriage can be readily and reliably measured, monitored and evaluated. In doing so, the evaluability assessment will examine evaluability in principle and in practice. More specifically, evaluability in principle will look at the clarity of design of the programme whereas the evaluability in practice will assess how the programme theory has been operationally translated in practice. In addition, the exercise will provide guidance on approaches to the outcome evaluation. The evaluability assessment of the global programme is framed around the following four objectives:

Objective 1: An assessment of the clarity and logic of objectives, relevance and coherence of the Programme design, including the integrity of the causal chain linking inputs and activities with expected outcomes and impacts.

Objective 2: Assess the adequacy and validity of the indicators, tools and systems for monitoring, measuring and verifying results (credible monitoring, reporting and evaluation systems); and whether resources are allocated to support adequate monitoring, evaluation and reporting on results.

Objective 3: Assess the adequacy of human resources and financial resources to meet the expected results.

Objective 4: Provide guidance on approaches for the planned outcome evaluation of the programme. Delimit the scope of the evaluation and present a number options delineating the purpose, outlining key objectives and framing the scope of the evaluation, specifying its focus in terms of thematic coverage and key issues to consider, geographical coverage, and the time span of programmes to be covered by the evaluation.

Objective 5: Provide a diagnosis, guidance and options on the feasibility and value of undertaking additional evaluative work to be considered by the joint programme (including but not exclusively thematic evaluations, developmental evaluation and impact evaluation) to strengthen evidence generation subject to human and financial resource implications.

4 SCOPE OF WORK

The evaluability assessment will cover the implementation of the programme during the period of 1st January 2016 to the time of the conduct of the evaluability assessment in Q3 and 4 of 2016. The evaluability assessment is not an evaluation. It will not aim to provide management with prescriptive expert recommendations on what the specific contents of the programme TOC/results framework should be. Rather, it will be a forward-looking exercise, intended to help management and programme experts to refine the global programme's implementation strategy. ***For more information on the scope and evaluability assessment questions, please refer to the full terms of reference for this exercise.***

5 PERIOD OF ASSIGNMENT AND EVALUATION APPROACH

The evaluability assessment is expected to commence in August 2015 and is staged in four phases: the Preparatory Phase, the Inception Phase, the Data Collection and Analysis Phase and the Validation and Reporting Phase. The Joint UNICEF/UNFPA Evaluation Management Group leads **the preparatory work** in consultation with technical teams. **The Inception Phase** includes: interviews with selected staff at HQ, regional and country level. It will include a documentary review and a review of the intervention logic and the theory of change of the joint global programme. It will also further develop the list of evaluability assessment questions, data collection and analysis strategy, work plan and identify the regional/country case

and desk studies. This phase will culminate in an inception report. **The Data Collection and Analysis Phase** will involve an extensive desk review and analysis. It will also include global, regional and country level consultations. The Evaluability Assessment team will conduct structured in-person or phone/skype interviews and/or focus group discussions with Global Joint Programme Support Unit, other governance structures of the global joint programme, regional office colleagues in UNICEF/UNFPA, and participating country offices. For the country level consultations, the Evaluability Assessment team will visit three countries and spend 5 working days in situ per country visit to review the design, technical and management aspects of the programme at the country level. The team will conduct a desk review of the nine programme countries not visited. The **Validation and Reporting Phase** will include three debriefing meetings to validate major findings of the draft evaluability assessment report. The exercise will culminate with the completion of the evaluability assessment report. The evaluability assessment is expected to be completed by February 2017.

6 DESIRED TEAM COMPOSITION AND PROFILE

Qualified individuals or institutions (consultancy firms, universities, etc.) that have the capabilities to meet the following requirements, and are available for the evaluation period indicated, are invited to submit an EOI.

This evaluability exercise is to be carried out by a multi-disciplinary team hired through qualified evaluation professionals or an institution. The institution and the evaluability assessment team members will not have been involved in the design, implementation or monitoring of the UNFPA-UNICEF Global Programme to Accelerate Action to End Child Marriage during the period under review, nor will they have other conflict of interest or bias on the subject.

The core team is expected to be composed of **two** internationally recruited core members, including the team leader. The core team should draw upon specialized technical expertise, research and editorial assistance as necessary. The team members must be able to communicate clearly in English and must have excellent analytical and drafting skills. A working knowledge of Portuguese and French will be an advantage, in particular for the data collection phase.

Team Leader – Evaluation Expert – 65 days

The **team leader** must have an extensive experience in leading evaluability assessments and/or evaluations of a similar size, complexity and character, as well as technical expertise in areas related to child marriage, education, adolescent health, gender equality and women's empowerment, human rights, behaviour and social change. His/her primary responsibilities will be:

- guiding and managing the team throughout the evaluability assessment phases;
- setting out the methodological approach;
- reviewing and consolidating the team members' inputs to the evaluability assessment deliverables;
- liaising with the Joint UNICEF/UNFPA Evaluation Management Group representing the evaluation team in meetings with stakeholders;
- Delivering the inception reports, and evaluation report (country case study notes) in line with the requested quality standards.

Minimum qualification required:

- 10 to 15 years of experience conducting or managing evaluations. Preference will be given to candidates with experience conducting evaluability assessments or programmatic evaluations on

areas such as adolescents and youth, child marriage, child protection, gender equality and education.

- Experience working with the United Nations, particularly UNICEF and UNFPA. Preference will be given to candidate who have a strong understanding of UNICEF's and UNFPA's policies and programming.
- Master's degree or equivalent in Development Studies, Sociology, Economics, Social Studies, International Relations or other related field.
- Proven skills in evaluation methodology, research analysis, including quantitative and qualitative data collection and analysis techniques.
- Demonstrate expertise/experience in developing results frameworks, tools or guide for monitoring and evaluation;
- Be fully acquainted with results-based management orientation and practices;
- Excellent report writing skills, analytical skills, and computer skills.
- Excellent command in written and spoken English and preferably French.
- Experience leading teams.

Team Member – Thematic Expert with Evaluation Experience – 60 days

The team member will bring together a complementary and balance combination of the necessary technical expertise in the thematic areas directly relevant to the evaluability assessment (e.g. child marriage, education, adolescent health, gender equality and women's empowerment, human rights, behaviour and social change). They must also have experience in applying evaluation methods in their respective areas of expertise. The team member will:

- contribute to the design of the evaluability assessment methodology;
- undertake in-depth documentary review;
- conduct field work to generate additional evidence from field visits and consultations of a wide range of stakeholders;
- participate in team meetings, including with stakeholders;
- prepare inputs and make contributions to the evaluability assessment deliverables.

Minimum qualification required:

- 5 to 10 years of experience in relevant programming areas. Preference will be given to candidates with experience conducting evaluability assessments or programmatic evaluations on reducing child marriage including child protection, adolescent health, gender equality and education.
- Experience working with the United Nations, particularly UNICEF and UNFPA. Preference will be given to candidate who have a strong understanding of UNICEF's and UNFPA's policies and programming.
- Master's degree or equivalent in Development Studies, Sociology, Economics, Social Studies, International Relations or other related field.
- Proven skills in, research analysis, including quantitative and qualitative data collection and analysis techniques.
- Demonstrate expertise/experience in developing results frameworks, tools or guide for monitoring and evaluation;
- Be fully acquainted with results-based management orientation and practices;
- Excellent report writing skills, analytical skills, and computer skills.

- Excellent command in written and spoken English and preferably French.

7 SUBMISSION OF EXPRESSION OF INTEREST (EOI)

Interested individuals and institutions are encouraged to complete and submit the attached EOI form. Institutions are asked to fill in the designated form for institutions. In the case of individual evaluation professionals, team leaders are asked to fill in the designated form for individuals and submit on behalf of their entire team. In either case, please submit one form only per proposed evaluation team. EOIs should be sent to evalofficeapplications@unicef.org, no later than **close of business on 8 July, 2016**. Please quote “Evaluability Assessment: UNFPA-UNICEF Global Programme to Accelerate Action to End Child Marriage” as the subject in your correspondence.

This EOI does not constitute a solicitation. We do not require bids or proposals at this stage; we merely seek your expression of interest in participating in the tender. A response to this Call for Expression of Interest does not automatically ensure that you will be selected to participate in the tender. Successful candidates and vendors will be invited to submit a full proposal by way of a Request for Proposal (RFP). Following the RFP, short-listed individuals or institutional entities will be invited to participate in an interview.

UNICEF reserves the right to change or cancel requirements at any time during the EOI and/or solicitation process. UNICEF also reserves the right to require compliance with additional conditions as and when issuing the final tender document. If you have any questions about this EOI, please email Mathew Varghese (mvarghese@unicef.org) and Laurence Reichel (lreichel@unicef.org). Emails only, please; calls will not be returned.

UNICEF Evaluation Office – Expression of Interest Form (Institutions)
Evaluability Assessment: UNFPA-UNICEF Global Programme to Accelerate Action to End Child Marriage

Please fill-in the form and submit to evalofficeapplications@unicef.org

Full Name of Institution:

Type of Entity:

User Salutation: Dr. Ms. Mr.

First Name:

Last Name:

Job Title/Role in Institution:

Mobile Phone Number: (please include country & city code)

Fax Number: (please include country & city code)

Contact E-mail Address:

Mailing Address:

City:

State:

Postal Code:

Country:

Address of Internet Website:

Alternate Contact Person:

Please answer the following mandatory questions (*maximum two to three pages*):

- 1. Briefly describe the organisational and financial profile of your institution, including**
 - **Its organisational structure, including any associates, partner firms, etc. and the numbers of years it has been in the consultancy business;**
 - **It's most relevant past experience(s) in relation to the proposed consultancy.**
- 2. Provide information which will enable us to determine whether your company/organization has relevant evaluability assessment experience and specialized expertise in gender-based violence, child marriage education, adolescent health, gender equality and women's empowerment, human rights, behaviour and social change. Information should include:**
 - **A description of the technical competencies in evaluation/evaluability and pertaining the subject matter of child marriage of proposed team members;**
 - **Evaluability assessments commissioned by UN agencies and other comparable organizations that the company/organizations conducted, or proposed individual team members participated in.**
 - **A description of the type of evaluations the organization has carried out, evaluation experience of individual team members including roles in past evaluations, and indicate if they have worked for your company before in the capacity that is being proposed;**
- 3. Summarise the profile of the proposed evaluation team. Please attach the curriculum vitae of the team leader and members.**

The duration of the assignment will be from August 2016 to March 2017.

- 4. Confirmation that your institution:**
 - **Has no on-going litigation with the UN;**
 - **Is not currently removed/invalidated or suspended by the United Nations or UN system organisations;**
 - **Shall declare if it currently employs or anticipates employing any person(s) who was/were employed by the UN in the field of Child Marriage.**

The presence of a conflict of interest of any kind (e.g., having worked for or partnered with UNICEF on Child Marriage policy/strategy or implementation) will automatically disqualify prospective candidates from consideration.

UNICEF Evaluation Office – Expression of Interest Form (**Individuals**)

EVALUABILITY ASSESSMENT: UNFPA-UNICEF GLOBAL PROGRAMME TO ACCELERATE ACTION TO END CHILD MARRIAGE

Please fill-in the form and submit to evalofficeapplications@unicef.org

User Salutation (Team Leader): Dr. Ms. Mr.

First Name:

Last Name:

Job Title:

Mobile Phone Number: (please include country & city code)

Fax Number: (please include country & city code)

Contact E-mail Address:

Mailing Address:

City:

State:

Postal Code:

Country:

Address of Internet Website, if applicable:

Alternate Contact Person:

Please answer the following mandatory questions (*maximum two to three pages*):

1. **Briefly describe your team's most relevant past experience(s) in relation to the proposed consultancy, including**
 - **Information which will enable us to determine whether the proposed team has relevant evaluability assessment experience and specialized expertise in gender-based violence, child marriage education, adolescent health, gender equality and women's empowerment, human rights, behaviour and social change.**
 - **A description of the technical competencies in evaluation/evaluability and pertaining the subject matter of child marriage of proposed team members;**
 - **Evaluability assessments commissioned by UN agencies and other comparable organizations that the proposed individual team members participated in.**
 - **A description of the type of evaluations the proposed team have carried out including roles in past evaluations.**
2. **How past collaborations by two or more proposed team members were organized in practical terms;**
3. **In how far your team benefits from (a) back-office/logistics support and of what nature, (b) a network of international partners or associates that could be mobilised for country case study work, (c) any other support that might facilitate an assignment of this breadth.**
4. **Summarise the profile of the proposed evaluation team. Please attach the curriculum vitae of the team leader and members.**

The duration of the assignment will be from August 2016 to March 2017.

5. **Confirmation that neither you nor any of your proposed team members:**

- **Has on-going litigation with the UN;**
- **Is currently employed or was previously employed by the UN in the field of Child Marriage.**

The presence of a conflict of interest of any kind (e.g., having worked for or partnered with UNICEF on Child Marriage policy/strategy or implementation) will automatically disqualify prospective candidates from consideration.