

# TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

(This is an advertisement for individual consultant – consultancy firms will not be considered)

## Short Term Consultancy Endline Evaluation Expert for Maternal and Neonatal Mortality Reduction Project in Equatorial Guinea

| TERMS OF REFERENCE (to be completed by Hiring Office) |  |
|---|--|
| Hiring Office:  | UNFPA Country Office, Equatorial Guinea  |
| Purpose of consultancy:                               | <p><b>Purpose</b></p> <p>UNFPA Country Office (CO) is seeking for an Individual Consultant to support the the Endline Evaluation of its Maternal and Neonatal Mortality Reduction in Bioko Norte and Kie Ntem Project, funded by Noble Energy company.</p> <p>The purpose of the independent evaluation is to assess the “Maternal &amp; Neonatal Mortality Reduction Project in Bioko Norte and Kie Ntem provinces” implementation performance, and within a broader context assess how effectively sexual and reproductive health and rights, including Family Planning, gender equality and human rights were promoted. It will assess the contribution of UNFPA to the Project goal and objectives. It should also assess the added value, if any, of the triangular partnership that supports the Project (between the private sector, the UN and a national Government).</p> <p>The evaluation will cover the period from January 2017 to December 2019, to provide learning and to inform the three Partners’ decision-makers on future projects and partnerships.</p> <p><b>Background and Rationale</b></p> <p>The independent evaluation of the “Maternal &amp; Neonatal Mortality Reduction in Bioko Norte &amp; Kie Ntem provinces” Project, is, first of all, a matter of compliance with the agreement signed with the Donor (Noble Energy) and the Project work plan agreed with the MoH.</p> <p>The particular emphasis of this evaluation will be on learning with a view to informing on the importance &amp; pertinence of the interventions on maternal health, family planning, sexual and reproductive health and rights (SRHR), as well as on the innovative approach of this partnership (the first of its kind, between a national Government, a United Nations Agency and a private company from the oil sector, both for UNFPA and Noble Energy).</p> <p>For UNFPA, this independent evaluation is also a matter of strategic significance that contributes to the assessment of progress and the improvement of current and future strategic interventions in the field of maternal and neonatal mortality reduction.</p> <p>Evaluation at UNFPA serves three main purposes: (a) demonstrate</p> |

|   |  |
|---|--|
|   | <p>accountability to stakeholders on performance in achieving development results and on invested resources; (b) support evidence-based decision-making; (c) contribute with key lessons learned to the existing knowledge base on how to accelerate implementation of the Programme of Action of the 1994 International Conference on Population and Development (ICPD).<sup>1</sup></p> <p>It is expected that its results will provide an overall independent assessment of the Project contribution to the improvement of maternal and neonatal healthcare in Equatorial Guinea, namely in the two provinces where the project is being implemented. This independent evaluation should also identify key lessons learned for the current and future strategies and frameworks of the Country efforts on maternal &amp; neonatal mortality reduction and Health sector strengthening.</p>  |
| <p>Scope of work:</p> <p><i>(Description of services, activities, or outputs)</i></p> | <p><b>Tasks and Responsibilities of the team leader/ Expert Evaluator:</b></p> <ul style="list-style-type: none"> <li>• Provide overall technical guidance and leadership to the evaluation team.</li> <li>• Provide the inputs for quality aspects of the overall process.</li> <li>• Compile and draft the report design, with the inputs from national consultants.</li> <li>• Compile data, lead the field work, and draft the preliminary and final evaluation reports; deliver them on time, considering the quality assurance aspects.</li> <li>• The team leader will have primary responsibility for the timely completion of a high-quality evaluation that addresses all the items required in the complete Evaluation ToR (<i>for more info, please request copy of the Evaluation ToR doc.</i>).</li> <li>• Responsible for debriefing the findings when required.</li> <li>• Liaise with Evaluation Reference Committee and the UNFPA Evaluation focal point, particularly on issues related to the evaluation design, field work and reporting.</li> <li>• Carry out any other duties as may be required by the UNFPA Representative or the Project Coordinator.</li> <li>• Submit the consultancy deliverables to UNFPA CO.</li> </ul> <p><b>NOTE:</b> The external evaluation consultant will be supported by a team of local evaluation consultants during the field work.</p> <p><b>The external evaluation consultant, and the entire team, should not have been involved in the implementation of the Project, nor have a direct link with the project partners (UNFPA, Ministry of Health and Social Welfare of Equatorial Guinea or Noble Energy).</b> A declaration of absence of conflict of interest must be signed by each member of the evaluation team.</p> |

<sup>1</sup> See UNFPA evaluation policy (revised, 2013) - DP/FPA/2013/5.

| <p>Duration and working schedule (tentative):</p> <p>Note: for detailed info., please refer to Project Evaluation ToRs</p> | <table border="1"> <thead> <tr> <th>Activities</th> <th>Deliverables</th> <th>Estimated # of days</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>Hold a briefing meeting with UNFPA CO and project team</td> <td>(i) Proposed teamwork methodology;<br/>(ii) Introduction to the team &amp; project.</td> <td>1 day</td> <td>Week 1</td> </tr> <tr> <td>Undertake a preliminary review of background material</td> <td>Inception report (Evaluation structure: questions, matrix, etc.)</td> <td>4 days</td> <td>Week 1</td> </tr> <tr> <td>Support to project evaluation study (desk review and field work, as needed)</td> <td>Field work data compilation summary (PPT).<br/>Project Evaluation preliminary report draft.</td> <td>15 days</td> <td>Week 2-4</td> </tr> <tr> <td>Reporting</td> <td>Findings &amp; recommendations draft.<br/>Final Evaluation report draft.<br/>Summary presentations (PPT)</td> <td>15 days</td> <td>Weeks 5-7</td> </tr> <tr> <td>Submit final deliverables (reports, datasets, etc.) to UNFPA</td> <td>(i) Debriefing meeting;<br/>(ii) Final products of the consultancy.</td> <td>5 days</td> <td>Week 8</td> </tr> <tr> <td colspan="2"><b>Total</b></td> <td colspan="2"><b>2 months (40 w. days)</b></td> </tr> </tbody> </table> | Activities   | Deliverables        | Estimated # of days | Date | Hold a briefing meeting with UNFPA CO and project team | (i) Proposed teamwork methodology;<br>(ii) Introduction to the team & project. | 1 day | Week 1 | Undertake a preliminary review of background material | Inception report (Evaluation structure: questions, matrix, etc.) | 4 days | Week 1 | Support to project evaluation study (desk review and field work, as needed) | Field work data compilation summary (PPT).<br>Project Evaluation preliminary report draft. | 15 days | Week 2-4 | Reporting | Findings & recommendations draft.<br>Final Evaluation report draft.<br>Summary presentations (PPT) | 15 days | Weeks 5-7 | Submit final deliverables (reports, datasets, etc.) to UNFPA | (i) Debriefing meeting;<br>(ii) Final products of the consultancy. | 5 days | Week 8 | <b>Total</b> |  | <b>2 months (40 w. days)</b> |  |
|--|---|--|---------------------|---------------------|------|--|--|-------|--------|---|--|--------|--------|---|--|---------|----------|-----------|--|---------|-----------|--|--|--------|--------|--------------|--|------------------------------|--|
|  | Activities  | Deliverables   | Estimated # of days | Date                |      |  |  |       |        |   |  |        |        |   |  |         |          |           |  |         |           |  |  |        |        |              |  |                              |  |
|  | Hold a briefing meeting with UNFPA CO and project team  | (i) Proposed teamwork methodology;<br>(ii) Introduction to the team & project.                     | 1 day               | Week 1              |      |  |  |       |        |   |  |        |        |   |  |         |          |           |  |         |           |  |  |        |        |              |  |                              |  |
|  | Undertake a preliminary review of background material   | Inception report (Evaluation structure: questions, matrix, etc.)                                   | 4 days              | Week 1              |      |  |  |       |        |   |  |        |        |   |  |         |          |           |  |         |           |  |  |        |        |              |  |                              |  |
|  | Support to project evaluation study (desk review and field work, as needed)   | Field work data compilation summary (PPT).<br>Project Evaluation preliminary report draft.         | 15 days             | Week 2-4            |      |  |  |       |        |   |  |        |        |   |  |         |          |           |  |         |           |  |  |        |        |              |  |                              |  |
|  | Reporting   | Findings & recommendations draft.<br>Final Evaluation report draft.<br>Summary presentations (PPT) | 15 days             | Weeks 5-7           |      |  |  |       |        |   |  |        |        |   |  |         |          |           |  |         |           |  |  |        |        |              |  |                              |  |
| Submit final deliverables (reports, datasets, etc.) to UNFPA   | (i) Debriefing meeting;<br>(ii) Final products of the consultancy.  | 5 days   | Week 8              |                     |      |  |  |       |        |   |  |        |        |   |  |         |          |           |  |         |           |  |  |        |        |              |  |                              |  |
| <b>Total</b>   |   | <b>2 months (40 w. days)</b>   |                     |                     |      |  |  |       |        |   |  |        |        |   |  |         |          |           |  |         |           |  |  |        |        |              |  |                              |  |
| Place where services are to be delivered:  | UNFPA, Malabo, Equatorial Guinea and/or online-based (tbd, as needed).  |  |                     |                     |      |  |  |       |        |   |  |        |        |   |  |         |          |           |  |         |           |  |  |        |        |              |  |                              |  |
| Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):   | See above table; work to be delivered in soft and/or hardcopies (tbd, as needed).   |  |                     |                     |      |  |  |       |        |   |  |        |        |   |  |         |          |           |  |         |           |  |  |        |        |              |  |                              |  |
| Monitoring and progress control, including reporting requirements, periodicity format and deadline:                        | <p><u>Deliverables:</u></p> <ol style="list-style-type: none"> <li>Inception Report, including the draft Theory of Change; Evaluation method, tools; Roadmap/timeline; Evaluation questions and matrix</li> <li>A draft evaluation Report that adheres to the quality standards set by UNFPA as reflected in the Handbook for Evaluations for UNFPA.</li> <li>Final evaluation report addressing comments provided (by stakeholders and the Evaluation Reference Committee).</li> <li>Presentations of the field work and final report to key stakeholders.</li> </ol> <p><u>Monitoring and progress control:</u><br/>Briefing and debriefing meetings; consultancy monthly reports, as needed.</p>   |  |                     |                     |      |  |  |       |        |   |  |        |        |   |  |         |          |           |  |         |           |  |  |        |        |              |  |                              |  |

|   |   |
|---|---|
| Supervisory arrangements:   | The consultant will work under the direct supervision of the UNFPA Resident Representative.   |
| Expected travel:  | <ul style="list-style-type: none"> <li>• Travel to Malabo (capital city), and other regions of Equatorial Guinea where the project is being implemented, as needed;</li> <li>• Facilitation of the visa of entry in Equatorial Guinea by UNFPA CO, if applicable. Copy of passport provided by the consultant.</li> </ul>   |
| Required expertise, qualifications and competencies, including language requirements:   | <ul style="list-style-type: none"> <li>○ An advanced degree in social sciences, economics, public health, M&amp;E or related fields.</li> <li>○ At least 7 years of previous experience in Monitoring &amp; Evaluation, including leading project evaluations, especially in the field of development aid and health projects, for UN agencies and/or other international organizations.</li> <li>○ Specialization and significant experience in at least one of the programmatic areas covered by the evaluation (sexual and reproductive health and rights, maternal health, neonatal health) - desirable.</li> <li>○ Familiarity with UN and/or UNFPA mandate and activities - desirable.</li> <li>○ Experience working in African context an asset.</li> <li>○ Strong analytical capacities (quantitative and qualitative) and strong ability to communicate and summarize this analysis in writing.</li> <li>○ Excellent management skills and ability to work with multi-disciplinary and multicultural teams;</li> <li>○ Excellent analytical, communication and reporting skills.</li> <li>○ Fluency in Spanish and English is required.</li> </ul> |
| Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable: | <ul style="list-style-type: none"> <li>• Office space available at UNFPA CO, in Malabo.</li> <li>• Background documentation to be provided by UNFPA Project Team.</li> </ul>  |
| Other relevant information or special conditions, if any:   | <p><b>Individual Professionals can apply online (sending the documents mentioned below, with the Post Title mentioned in the Subject line, to: <a href="mailto:vacancies-unfpa-nbe-ge@unfpa.org">vacancies-unfpa-nbe-ge@unfpa.org</a> ); or by submitting, in a <u>sealed envelope</u> labeled with the name of the position, a:</b></p> <ul style="list-style-type: none"> <li>- Cover letter, addressed to the UNFPA Resident Representative, with a brief description of why he/she considers to be the most suitable for the assignment;</li> <li>- CV + copies of required academic diploma(s).</li> <li>- Financial proposal.</li> </ul> <p><u>Proposals should be delivered at:</u><br/> <b>UNFPA Country Office in Equatorial Guinea</b><br/> UN House, 5th floor<br/> Malabo II<br/> Malabo, Equatorial Guinea</p> <p><b>Deadline:</b> <u>29 November 2019, by 12.30 hrs</u>, Equatorial Guinea local time.</p>  |

Signature of Requesting Officer/Head in Hiring Office:

Date: 11 November 2019