

TERMS OF REFERENCE FOR NATIONAL CONSULTANT

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	UNFPA Albania Country Office
Purpose of consultancy:	<p>The United Nations Population Fund (UNFPA) is the lead United Nations reproductive health agency which works to ensure rights and choices for all. During the current programme cycle, 2017- 2021, among others, UNFPA Albania has effectively collaborated with the Ministry of Education, Sports and Youth (MoESY) to ensure: 1) Rights and needs of adolescents and youth are fully addressed in laws, policies and programmes, including comprehensive sexuality education at national and subnational levels and in humanitarian settings. This includes joint efforts to implement the National Youth Action Plan 2015-2020 (NYAP), development of new policies like the first ever Albanian Law on Youth, and other interventions aimed at boosting youth participation and civic engagement.</p> <p>As the NYAP has completed its cycle of implementation, and based on joint agreed workplans with the MoESY, UNFPA, as the lead UN agency supporting youth programmes implementation in the country, will support evaluation of the implementation, gaps, lessons learnt, achievements of the current NYAP and recommendations which would then pave the way forward for the development of the new National Youth Strategy and Action Plan 2021-2025.</p> <p>The NYAP includes 6 strategic objectives: 1) youth promotion and participation in democratic processes / decision making; 2) youth employment promotion through effective labour market policy; 3) health, sport and environment; 4) youth education; 5) social protection; 6) culture and voluntarism evaluation will provide an independent assessment of relevance, performance and sustainability of implementation during 2015- 2020, as well as an analysis of various facilitating and constraining factors influencing such implementation.</p> <p>The overall objective of the evaluation is to assess the extent to which the NYAP has achieved intended results, draw key lessons from the past and current cooperation and provide a set of clear, specific and action-oriented forward-looking strategic recommendations in light of the development of the new National Youth Strategy and Action Plan design and interventions. The primary users of this evaluation are the decision-makers within the MoESY, line ministries and government institutions and counterparts, implementing partners and supporting donors, and other development partners.</p> <p>In this framework, UNFPA is looking to hire two evaluation experts as National Consultants, who would make up a team of competitively selected independent evaluators and will conduct the evaluation and prepare the evaluation report.</p>
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>Under the supervision and joint day-to-day coordination of UNFPA Sexual and Reproductive Health and Youth Programme Analyst, the consultant(s) will be responsible to conduct a final evaluation of the NYAP in terms of its Relevance, Impact, Effectiveness, Efficiency, Sustainability and Gender perspective and strategic objectives of the action plan itself. Below are listed the key Evaluation Questions, as a guidance. The list of questions is not exhaustive and therefore the team of experts are expected to adjust the list and submit it as part of the Inception Report. The final list of questions and the evaluation methodology will be discussed and be agreed with UNFPA.</p> <p>The evaluation shall document the learning and positive examples and provide recommendations to enable the respective decision-makers to draw on positive lessons and models/examples for future similar interventions.</p> <p>The evaluation will also highlight areas where the NYAP implementation performed less effectively than anticipated, the rationale behind that, and the related recommendations to be considered in similar future interventions.</p> <p>The two national evaluation experts, will act as members of the evaluation team and be based on a participatory design that is expected to include quantitative and qualitative data collection methods. The proposed methodology by the evaluation team</p>

will elaborate in detail on the relevant data sources, sampling size and techniques, data collection instruments and procedures, ethical considerations, as well as the strategies necessary for mitigating the major limitations of the proposed design, if any.

In close consultation with UNFPA and MoESY, the national evaluation experts, will be responsible to:

- Develop the methodological approach of the evaluation and the workplan including realistic timelines. The evaluation methodology evaluation questions and questionnaires for different interviews, shall be refined based on the indicative list of questions listed below;
- Develop the inception report, which will be reviewed, commented and approved by UNFPA and MoESY before starting with collection of information from stakeholders;
- Collect the information, from NYAP stakeholders and a sample of beneficiaries. The sample will be selected in cooperation with UNFPA and MoESY;
- The evaluation will adopt an inclusive approach, involving a broad range of partners and stakeholders. The evaluation team will perform a stakeholders mapping to identify direct and indirect partners (i.e., partners who do not work directly on implementation of NYAP and yet play a key role in a relevant outcome or thematic area in the national context). These stakeholders may include representatives from the government, civil-society organizations, the private-sector, UN organizations, other multilateral organizations, other donors, and most importantly, the beneficiaries of NYAP. The stakeholder mapping must be concluded before the design phase.
- Evaluation experts will analyse the information collected, develop the preliminary findings and present the findings to UNFPA and MoESY in order to receive their feedback;
- Prepare the draft report and the final report, which will be submitted to UNFPA and MoESY.

The evaluation team will ensure the following in analyzing data, formulating findings and reaching to conclusions.

- i. Are the findings substantiated by evidence?
- ii. Is the basis for interpretations carefully described?
- iii. Is the analysis presented against the evaluation questions?
- iv. Is the analysis transparent about the sources and quality of data?
- v. Are cause and effect links between an intervention and its end results explained and any unintended outcomes highlighted?
- vi. Does the analysis show different outcomes for different target groups, as relevant?
- vii. Is the analysis presented against contextual factors?
- viii. Does the analysis elaborate on cross-cutting issues such as equity and vulnerability, gender equality and human rights?

In addition, the team of national evaluation experts, shall also consider the below points:

- The responses to the indicative questions listed below should be followed by specific short- and long-term recommendations in the draft and final evaluation report. Recommendations shall take into account that implementation was affected by the pandemic in the last year;
- adopt and employ the appropriate tools and practices, in order to overcome limitations for primary data collection within a COVID-19 context;
- The principle of do-no-harm to the actors and beneficiaries involved in evaluation shall be considered, especially in the COVID-19 context.

Duration and working schedule:	15 April, 2021 – May 31, 2021 - a total of up to 26 working days (13 days per each consultant) over the course of the assignment.
Place where services are to be delivered:	in Albania
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	<p>The evaluation team will produce the following deliverables:</p> <ul style="list-style-type: none"> • Deliverable 1: Inception report (4 working days) –evaluation design report including (as a minimum): a) a stakeholder map; b) the evaluation matrix (including the final list of evaluation questions and indicators); c) the overall evaluation design and methodology, with a detailed description of the data collection plan for the field phase. – by 16th April 2021 • Deliverable 2: (10 working days) data collection is completed and preparation for presentation of the preliminary evaluation findings started - by 30th April 2021; • Deliverable 3: 1st Draft Evaluation Report (6 working days) – submitted by the national evaluators, and approved by UNFPA and MoESY. The first draft evaluation report synthesizes the main preliminary findings, conclusions and recommendations of the evaluation to be presented in a debriefing meeting foreseen at the end of the field phase – by 18th May 2021 • Deliverable 4: Final Evaluation Report (4 working days) – incorporating the feedback provided by UNFPA and MoESY, is approved by UNFPA– by 25th May 2021 • An evaluation brief, maximum 4 pages (2 working days) summarizing the evaluation report – by 31th May 2021 <p>All deliverables will be written in English. The final report and evaluation brief will be translated into Albanian or vice versa.</p>
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	The National Consultant(s) will directly report to the UNFPA Sexual and Reproductive Health and Youth Programme Analyst. UNFPA will provide reporting templates, while reporting dates will be included in the respective contract.
Supervisory arrangements:	The National Consultant(s)' overall supervision and quality assurance rests with the UNFPA Head of Office.
Expected travel:	Home based, with possible field visits if Covid19 restrictions allow.
Required expertise, qualifications and competencies, including language requirements:	<ul style="list-style-type: none"> • 2 Evaluators / National Consultant (evaluation team members), as national experts, who will each provide expertise in the 6 areas of NYAP evaluation. The evaluators will take the lead in the data collection and analysis work, and will provide substantive inputs into the evaluation processes, develop the methodology, co-organise and participate in meetings, interviews, analysis of documents, briefs, comments. The modality and participation of evaluator(s) in the process, including participation in interviews/meetings, provision of technical inputs and reviews of the design report, drafting parts of the evaluation reports, will be agreed and consulted with the UNFPA Reproductive Health and Youth Programme Analyst. The necessary qualifications of the evaluator(s) will include: • Advanced degree in social sciences, international development, political sciences or other related qualifications on monitoring and evaluation; • At least 5 years of experience in conducting evaluations through participatory evaluation approaches as a member of evaluation team or individual evaluator for UN agencies and/or other international organizations; • Demonstrated ability and knowledge to collect qualitative and quantitative data; • Knowledge of demographic, political, social and economic conditions in the area in which the evaluation will be conducted; • Good knowledge of the national development context and be fluent in Albanian and English • Familiarity with UNFPA or UN programming; • Excellent writing and communication skills;

<p>Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:</p>	<p>UNFPA will provide all the necessary and relevant resources and facilitation for data collection, organization of meetings with stakeholders, focus groups, interviews etc. as per agreed methodology.</p>
<p>Other relevant information or special conditions, if any:</p>	<p>Evaluation criteria - Key suggested questions</p> <p>RELEVANCE</p> <ul style="list-style-type: none"> - To what extent the NYAP was designed to respond to young people’s needs and demands? - To what extent the NYAP has contributed to the improvement of youth issues participation, voluntarism, social cohesion and civic engagement? - To what extent did NYAP respond to the emerging key needs of beneficiaries, with a view to promoting youth issues in the country? - Have any changes been made to NYAP during the implementation? If yes, did they lead to significant design improvements? - To what extent did the pandemic affect the relevance of NYAP to the beneficiaries? <p>EFFICIENCY</p> <ul style="list-style-type: none"> - To what extent did NYAP achieve its objectives, and results in its proposed timeline? - To what extent were resources allocated for implementation of NYAP and to what extent did all these resources contribute to the achievement of the planned objectives? - Have all implementing partners dedicated and used planned resources provisioned for this NYAP to their maximum efficiency? - How well was NYAP reviewed regularly as planned, or collected and used data to monitor results and achievement of objectives? How timely was data collection? - How did the covid-19 restrictions and protective measures affect the efficiency of the implementation? - Overall, did the NYAP implementation arrangements provide value for money? Have resources been used efficiently? - Are there any duplication of efforts? Were coordination, management and financing arrangements clearly and appropriately defined? <p>EFFECTIVENESS</p> <ul style="list-style-type: none"> - To what extent did NYAP achieve its intended objectives? - How effective was the cooperation among supporting and implementing partners? - What challenges arose during implementation, and how were they responded to by respective entities? - To what extent did NYAP coordinate and complement work among different actors, partners and agencies working with and for youth? - To what extent were human, financial and technical resources, planned for in NYAP used and has an appropriate combination of tools and approaches been used to pursue the achievement of objectives? - How novel or innovative was the NYAP implementation approach taken? Can lessons be drawn to inform similar approaches elsewhere? - With the view to covid-19 circumstances, to what extent the online activities conducted to respect the social distance, were effective, versus the classical face to face ones? What could be lessons learned from the implementation in the new pandemic reality? - What good practices or successful experiences or transferable examples have been identified? <p>SUSTAINABILITY / OWNERSHIP</p> <ul style="list-style-type: none"> - To what extent the achieved results are likely to sustain over time? What are the factors that enable or impede the sustainability of the results?

- How strong is the commitment of the beneficiaries and stakeholders to sustain the results and go further?
- How has the project strengthened the capacity of stakeholders to recognise and respond to adolescents/youth needs, with the focus to those hard to reach?
- To what extent has NYAP supported partners and beneficiaries in developing capacities and establishing mechanisms to ensure ownership and the durability of effects?
- To what extent have the partnerships established with ministries, agencies and other partner entities under NYAP helped promote the national ownership of supported interventions, programmes and policies?
- To what extent have some of the results of pilot interventions being used to scale up and/or bring relevant evidence to policy-makers to adopt such approaches?

IMPACT

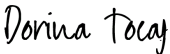
- Has NYAP established and consolidated a “habit” of cooperation on youth issues?
- What have been the positive and negative, intended and unintended, long-term effects of this NYAP?
- To what extent did NYAP empower youth from different communities and backgrounds to participate, have a voice, and engage in civic voluntary work? What were the limitations and barriers faced in this regard, especially in the pandemic circumstances? What could the project team learn from this experience, in order to make use of it in the future?
- To what extent did NYAP contribute to achieve structural, institutional and/or societal level change to beneficiaries and partners?
- How and to what extent the presence and contribution of UN and other donors made a difference in implementation of NYAP?
- What would be the strengths and weaknesses of this NYAP approach in relation to other similar action plans? What worked well? Was there room for improvement? What were the factors influencing the positive and challenges of implementation? In the not-so-positive aspects of implementation, could other approaches be explored to minimise risks and boost the results?

GENDER

- To what extent were gender considerations mainstreamed throughout NYAP? Was gender mainstreaming underpinned by appropriate budget allocations specific to Gender Equality and Girls’ and young Women’s Empowerment?
- To what extent did NYAP support the engagement of young women and girls in youth initiatives and social cohesion processes and contributed to address the gender disparities and inequities?
- How has the pandemic affected or hindered the participation and contribution of young women and girls in general and in providing their contribution to NYAP implementation?

Signature of Requesting Officer in Hiring Office:

Date:

DocuSigned by:

 625C1ADB855E463...

DocuSigned by:

 EC83122E77F142D...

25-Mar-2021

25-Mar-2021