

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

Mid-Term Review (MTR) Consultant

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	United Nations Population Fund (UNFPA) Jordan Country Office
Purpose of consultancy:	This consultancy aims at conducting the Midterm Review (MTR) of ninth Country Program (2018-2022) of Jordan Country Office (JCO). The purpose of the MTR is to assess the progress in the implementation of UNFPA Jordan CO within its current CP to date. The review is expected to support learning among key stakeholders to inform the implementation of the remainder of the program as well as other relevant strategies. The mid-term review will also support accountability of UNFPA Jordan CO through taking stock of the progress accomplished and results achieved under its CP.
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>The focus of this MTR will be only on the following specific CP outputs as per the UNFPA Strategic Plan outcomes; namely;</p> <p><u>Outcome 1: Sexual and reproductive health and rights</u></p> <p>Output 1: Strengthened capacity of national institutions to deliver integrated high-quality SRH information and services, including for maternal death surveillance and response, in humanitarian and development settings. This will be achieved through: (a) developing a strategy and action plan for delivery of integrated high-quality SRH services, focusing on maternal, neonatal, adolescent and youth health; (b) establishing stakeholders' coalitions for mainstream SRHR issues in national policies and emergency preparedness plans; (c) supporting efforts to increase knowledge and awareness of adolescents and youth of SRH; (d) building capacity in clinical management of rape, delivery of SRH and gender-based violence services, including the Minimal Initial Service Package (MISP), an efficient supply-chain management system; (e) building capacity of health-care providers on integrated high-quality SRH services in targeted comprehensive centres; (f) updating and disseminating national policies, guidelines, norms and standards for MDSR and maternal care, in line with global guidelines and local conditions, including for maternal and perinatal death reporting; and (g) advocating for inclusion of reproductive health and gender-based violence issues within national emergency preparedness/response plans.</p> <p>Output 2: Improved young people's ability to exercise SRH rights in development and humanitarian settings This will include: (a) integrating SRHR curricula within youth and adolescent programs; (b) promoting innovative approaches for knowledge transfer on youth SRHR, and peace and security; and (c) advocating for inclusion of adolescent and youth SRHR in national strategies and policies, including emergency preparedness plans.</p> <p><u>Outcome 3: Gender equality and women's empowerment</u></p> <p>Output 1: Strengthened national capacities to prevent and respond to gender-based violence, with focus on advocacy, data and coordination in development and humanitarian settings. This will include: (a) enhancing capacities of national partners to address gender-based violence through a multisectoral, survivor-centered approach by leading and supporting inter-agency gender-based violence coordination mechanisms; (b) producing analytic reports on gender-based violence response, identifying gaps and proposing corrective action, capitalizing on the UNFPA leadership role in the gender-based violence information management system task force; (c) enhancing gender-based violence service delivery through the provision of specialized case management and psychosocial support services to safe spaces; and (d) enhancing a coordinated referral system to address gender-based violence among the health, social services, police and justice sectors by providing support to the rollout of the essential services package.</p> <p>Output 2: Strengthened national capacities to address child, early and forced marriage. This will include: (a) elaborating and implementing communication for behavioral impact and communication for social change strategies engaging key stakeholders and decision-makers to address deep-rooted norms perpetuating practices such as child, early and forced marriage; and (b) advocating with different stakeholders on the elimination of such practices.</p> <p><u>Outcome 4: Population and Development</u></p> <p>Output 1: Increased national data systems' capacity for integration of population dynamics for the realization of the demographic dividend, including in humanitarian contexts. This will include: (a) advocating for integration of data into national strategies that may lead to a demographic dividend; (b) supporting the integration of ICPD-SDGs monitoring and reporting systems; (c) producing position papers and policy briefs on critical population issues, including the</p>

	<p>humanitarian situation; and (d) targeted technical assistance to support monitoring, tracking and managing gender-based violence in line with international standards and norms.</p> <p>The MTR shall include the assessment of:</p> <ul style="list-style-type: none"> (i) the progress made towards the achievement of the program planned results in the Country Program Document (CPD) for each of the above selected outcomes; (ii) the Results Framework of the CPD, as well as the strategic information system structure and monitoring quarter cycles since 2018 and to date. This includes assessing whether the project's outcomes, outputs and components are clear, practical, and feasible within its timeframe. Additionally, to assess the constraining and facilitating factors to determine whether original risks and assumptions as articulated in the CPD have materialized or whether new risks have emerged. (iii) early signs of CP success or failure, with the goal of identifying the necessary changes/corrective actions to be made, in order to set the CP on-track to achieve its intended results. As well as providing recommendations to enhance the implementation performance for the remaining part of the CP. (iv) the effectiveness towards attainment of results, and the relevance of UNFPA and its partners in contributing to the results through implementation of project activities. (v) the emerging issues (e.g. COVID19) impact on delivery of outcomes and make recommendations for next period programming; 																				
<p>Duration and working schedule:</p>	<p>Total of 45 calendar days as described below.</p> <ul style="list-style-type: none"> - 10 days – inception phase. - 20 days – Data collection phase. - 15 days – Analysis and reporting phase. <p>However, this does not include the review and approval days by UNFPA MTR manager.</p>																				
<p>Place where services are to be delivered:</p>	<p>Jordan</p> <p>Due to COVID19 pandemic, consultancy services will be delivered remotely except if any necessity arises.</p>																				
<p>Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):</p>	<p>Deliverables in electronic copies and timeline:</p> <ul style="list-style-type: none"> - MTR Inception Report (10 days of assignment commencement). - Presentation of initial findings (after completing data collection phase) - Draft Final Report (by end of “Analysis and Reporting” phase). - MTR Final Report (after MTR manager review and feedback). 																				
<p>Monitoring and progress control, including reporting requirements, periodicity format and deadline:</p>	<table border="1" data-bbox="493 1422 1469 1783"> <thead> <tr> <th>#</th> <th>Deliverable</th> <th>Timing/ Duration</th> <th>Responsibilities</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>MTR Inception Report</td> <td>3 days to review and approval by MTR manager</td> <td>MTR Team to submit it to the MTR manager in the CO,</td> </tr> <tr> <td>2</td> <td>Presentation (of initial findings)</td> <td>2 days to review and approval by MTR manager.</td> <td>MTR Team presents to the CO team for approval</td> </tr> <tr> <td>3</td> <td>Draft Final Report</td> <td>4 days to review and feedback</td> <td>MTR Team will submit it to the MTR Manager for review</td> </tr> <tr> <td>4</td> <td>MTR Final Report</td> <td>5 days for approval.</td> <td>MTR Team will send it to the MTR Manager</td> </tr> </tbody> </table>	#	Deliverable	Timing/ Duration	Responsibilities	1	MTR Inception Report	3 days to review and approval by MTR manager	MTR Team to submit it to the MTR manager in the CO,	2	Presentation (of initial findings)	2 days to review and approval by MTR manager.	MTR Team presents to the CO team for approval	3	Draft Final Report	4 days to review and feedback	MTR Team will submit it to the MTR Manager for review	4	MTR Final Report	5 days for approval.	MTR Team will send it to the MTR Manager
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<p>Supervisory arrangements:</p>	<p>The CO will lead the management of the MTR under the supervision of the CO Head of Office. The M&E Officer in the CO will be the focal point of the day-to-day work under this exercise.</p> <p>The M&E Officer with the support of other designated program personnel (under the supervision of the Head of Office) will support and oversee the MTR processes and ensure the quality and independence of the evaluation (in line with UNEG Norms and Standards and Ethical Guidelines).</p>																				
<p>Expected travel:</p>	<p>NA</p>																				

<p>Required expertise, qualifications and competencies, including language requirements:</p>	<p>A team of two independent consultants will conduct the MTR - one team leader (with experience and exposure to one or more of the main thematic areas of the CPD – and of MTR focus-) and one team expert who will be locally recruited. The consultants cannot have participated in the program preparation, formulation, and/or implementation (including the writing of the CPD) and should not have a conflict of interest with program’s related activities.</p> <p>Team Leader:</p> <ul style="list-style-type: none"> - Master’s degree in health sciences, public health, medicine, gender studies, international development, social sciences or other closely related field. - Work experience in relevant technical areas for at least 10 years: (e.g. SRH, Gender, Population dynamics and/or Youth). - Familiarity with the Arab region. - Recent experience with result-based management evaluation methodologies. - Experience applying SMART indicators and reconstructing or validating baseline scenarios. - Program evaluation/review experiences within United Nations system will be considered an asset. - Excellent management and leadership skills. - Excellent communication and analytical skills. - Fluent in written and spoken English and Arabic. <p>Expert</p> <ul style="list-style-type: none"> - Master’s degree in health sciences, public health, medicine, gender studies, international development, social sciences or other closely related field. - Work experience in relevant technical areas for at least 8 years: e.g. SRH, Gender, Population dynamics and/or Youth). - Familiarity with the Arab region - Recent experience with result-based management evaluation methodologies. - Experience applying SMART indicators and reconstructing or validating baseline scenarios. - Program evaluation/review experiences within United Nations system will be considered an asset. - Excellent communication and analytical skills. - Fluent in written and spoken English and Arabic. 								
<p>Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:</p>	<p>The main responsibilities of the Jordan Country Office are:</p> <ul style="list-style-type: none"> a- Compile the preliminary list of background information and documentation on both country context and UNFPA CP (share them with the consultants on Google drive). b- Supervise and guide the MTR team through the whole process. c- Facilitate the work of the MTR team in data collection process (facilitate group discussions, focus groups, interviews and field visits). d- Review, provide substantive comments and approve the inception report, including the work plan, analytical framework, and methodology. e- Review and provide substantive feedback on the draft and final MTR reports, for quality assurance purposes f- Approve the final MTR report. g- Disseminate the review results and contribute to learning and knowledge sharing at UNFPA. 								
<p>Other relevant information or special conditions, if any:</p>	<p>UNFPA shall pay the individual consultant the fee as follows:</p> <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;">Deliverables</th> <th style="text-align: right;">Payment</th> </tr> </thead> <tbody> <tr> <td>Upon approval of the final MTR Inception report</td> <td style="text-align: right;">15%</td> </tr> <tr> <td>Upon submission of the draft MTR report</td> <td style="text-align: right;">35%</td> </tr> <tr> <td>Upon submission of the Final MTR report</td> <td style="text-align: right;">50%</td> </tr> </tbody> </table> <p>Proposal shall include a brief description of approach to work/technical proposal.</p> <p>Applicants need to provide the following:</p> <ul style="list-style-type: none"> • Short overview of how the candidate meets the qualifications, experience and skills requirements (no more than one page) • Description of proposed approach /proposed methodology. • Financial Proposal. <p>Criteria for Evaluation of Proposal:</p> <p>Only those proposals, which are responsive, compliant and inclusive of two experts, i.e. Team Leader and Expert will be evaluated. Offers will be evaluated according to the Combined Scoring method – where the educational background and experience on similar assignments will be weighted at 70% and the price proposal will weigh as 30% of the total scoring. The proposal receiving the Highest Combined Score that has also accepted UNFPA’s General Terms and Conditions will be awarded the contract</p>	Deliverables	Payment	Upon approval of the final MTR Inception report	15%	Upon submission of the draft MTR report	35%	Upon submission of the Final MTR report	50%
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UNFPA Work Environment:

UNFPA provides a work environment that reflects the values of gender equality, teamwork, respect for diversity, integrity and a healthy balance of work and life. We are committed to maintaining our balanced gender distribution and therefore encourage women to apply. UNFPA is committed to workforce diversity and inclusion, and promotes equal opportunities for all including persons with disabilities.

How to apply:

Interested candidates are kindly requested to provide us with their P11s, copy of academic credentials, motivation letter along with a technical proposal (to include Short overview of how the candidate meets the qualifications, experience and skills requirements (no more than one page), description of proposed approach /proposed methodology, in addition to Financial Proposal), through the email address: jco-consultants@unfpa.org, indicating the Consultancy Title in the e-mail's subject, **by 30 September 2020, 23:59 pm (Jordan Local time)**

Failure of candidates to submit a duly completed P11 form, as well as false representations on this form, shall constitute sufficient grounds for withdrawal of further consideration of the application. All information provided in the P11 form will be treated as strictly confidential.

Candidates who are seriously being considered will be contacted for an interview.

Please note that selected consultant will be asked to submit a series of documents (health statement, health insurance; passport, vendor form, security certificates,... etc.) before starting the assignment.