



Terms of Reference – Blank Template

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Terms of Reference

Consultant for the final evaluation of..

Location:	
Application deadline:	
Languages required:	
Starting date:	
Expected duration of assignment:	

1. Background and context

1.1. Background and context of the project

1.2. Description of the project

Organization	
Project title	
Project duration	
Budget and expenditure	
Geographical areas	
Specific forms of violence addressed by the project	
Main objectives of the project	
Key assumptions of the project	
Description of targeted primary and secondary beneficiaries	
Key implementing partners and stakeholders	

1.3. Strategy and Theory of Change/Results chain

2. Purpose of the evaluation

3. Evaluation Objectives and scope

3.1. Scope of evaluation

3.2. Objectives of the evaluation

- **To evaluate the entire project** (*insert dates*), against the effectiveness, relevance, efficiency, sustainability, knowledge generation and impact criteria, as well as the cross-cutting gender equality and human rights criteria (*defined below*);
- **To identify key lessons and promising or emerging good practices** in the field of ending violence against women and girls, for learning purposes

4. Evaluation questions and criteria

Evaluation Criteria	Mandatory Evaluation Question
Effectiveness <i>A measure of the extent to which a project attains its objectives / results (as set out in the project document and results framework) in accordance with the theory of change.</i>	1. To what extent were the intended project goal, outcomes and outputs (project results) achieved and how?
Relevance <i>The extent to which the project is suited to the priorities and policies of the target group and the context.</i>	2. To what extent do the achieved results (project goal, outcomes and outputs) continue to be relevant to the needs of women and girls?
Efficiency <i>Measures the outputs - qualitative and quantitative - in relation to the inputs. It is an economic term which refers to whether the project was delivered cost effectively.</i>	3. To what extent was the project efficiently and cost-effectively implemented?
Sustainability <i>Sustainability is concerned with measuring whether the benefits of a project are likely to continue after the project/funding ends.</i>	4. To what extent will the achieved results, especially any positive changes in the lives of women and girls (project goal level), be sustained after this project ends?
Impact <i>Assesses the changes that can be attributed to a particular project relating specifically to higher-level impact (both intended and unintended).</i>	5. To what extent has the project contributed to ending violence against women, gender equality and/or women's empowerment (both intended and unintended impact)?
Knowledge generation <i>Assesses whether there are any promising practices that can be shared with other practitioners.</i>	6. To what extent has the project generated knowledge, promising or emerging practices in the field of EVAW/G that should be documented and shared with other practitioners?
Gender Equality and Human Rights	Cross-cutting criteria: the evaluation should consider the extent to which human rights based and gender responsive approaches have been incorporated through-out the project and to what extent.

5. Evaluation design and methodology

5.1. Proposed evaluation design

5.2. Data sources

5.3. Proposed data collection methods and analysis

5.4. Proposed sampling methods

5.5. Field Visits

5.6. Level of Stakeholder engagement

6. Evaluation ethics

The evaluator/s must put in place specific safeguards and protocols to protect the safety (both physical and psychological) of respondents and those collecting the data as well as to prevent harm. This must ensure the rights of the individual are protected and participation in the evaluation does not result in further violation of their rights. **The evaluator/s must have a plan in place to:**

- € Protect the rights of respondents, including privacy and confidentiality;
- € Elaborate on how informed consent will be obtained and to ensure that the names of individuals consulted during data collection will not be made public;
- € If the project involves children (under 18 years old) the evaluator/s must consider additional risks and need for parental consent;
- € The evaluator/s must be trained in collecting sensitive information and specifically data relating to violence against women and select any members of the evaluation team on these issues.
- € Data collection tools must be designed in a way that is culturally appropriate and does not create distress for respondents;
- € Data collection visits should be organized at the appropriate time and place to minimize risk to respondents;
- € The interviewer or data collector must be able to provide information on how individuals in situations of risk can seek support (referrals to organizations that can provide counseling support, for example)

7. Key deliverables of the evaluator and timeframe

No.	Deliverable	Deadlines of Submission to UN Trust Fund M&E Team	Deadline (example only)
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1	Evaluation Inception Report	This report should be submitted by the evaluator within 2-4 weeks of starting the assessment . The inception report needs to meet the minimum requirements and structure specified in the evaluation guidelines.	By 26 October 2018
2	Draft Evaluation Report	In accordance with the timeline agreed with the evaluator hired by the grantee, however it is recommended that the report is submitted between 1 month and 2 weeks before the final evaluation is due . The Draft Report needs to meet the minimum requirements and structure specified in the evaluation guidelines.	By 8 February 2018
3	Final Evaluation Report	No later than 2 months after the project end date . The Final Report needs to meet the minimum requirements and structure specified in this guideline for UN Trust Fund's review and approval.	By 28 February 2018

7. Evaluation team composition

7.1. Roles and responsibilities

7.2. Required Competencies

Example:

Evaluator A (e.g. Senior Evaluator)

- Evaluation experience at least XX year in conducting external evaluations, with mixed-methods evaluation skills and having flexibility in using non-traditional and innovative evaluation methods¹
- Expertise in gender and human-rights based approaches to evaluation and issues of violence against women and girls
- Experience with program design and theory of change, gender-responsive evaluation, participatory approaches and stakeholder engagement
- Specific evaluation experiences in the areas of ending violence against women and girls
- Experience in collecting and analysing quantitative and qualitative data as well as data visualization
- In-depth knowledge of gender equality and women's empowerment
- A strong commitment to delivering timely and high-quality results, i.e. credible evaluation and its report that can be used
- A strong team leadership and management track record, as well as interpersonal and communication skills to help ensure that the evaluation is understood and used.
- Good communication skills and ability to communicate with various stakeholders and to express concisely and clearly ideas and concepts
- Regional/Country experience and knowledge: in-depth knowledge of country XXX is required.

¹ Number of years of experience can be flexible in cases where the pool of qualified national consultants is limited. Commissioning organizations may consider applications/proposals from recent graduates and young and emerging evaluators with core competencies in EVAW, research and evaluation.

- Language proficiency: fluency in English (or French/Spanish) and XXX is mandatory; good command of local language YYY is desirable.

8. Management Arrangements of the evaluation

9. Timeline of the entire evaluation process

Stage of Evaluation	Key Task	Responsible	Number of working days required	Timeframe Example – please edit
Inception stage	Briefings of evaluators to orient the evaluators	Evaluation Task Manager	10 working days	First week
	Desk review of key documents	Evaluator/s		First week
	Finalizing the evaluation design and methods	Evaluator/s		Second week
	Submit draft Inception report	Evaluator/s		By 15 October 2018
	Review Inception Report and provide feedback	Evaluation Task Manager, Stakeholder Group and UNTF	5 working days	By 22 October 2018
	Incorporating comments and revising the inception report	Evaluator/s	4 working days	By 26 October 2018
	Submitting final version of inception report	Evaluator/s		
	Review final Inception Report and approve	Evaluation Task Manager, Stakeholder Group and UNTF	5 working days	By 2 November 2018
Data collection and analysis stage	Desk research	Evaluator/s	10 working days	
	In-country technical mission for data collection (visits to the field, interviews, questionnaires, etc.)	Evaluator/s	Over 6-8 weeks (depending on travel)	By early January 2019
Synthesis and reporting stage	Analysis and interpretation of findings	Evaluator/s	4 weeks	By 18 January 2018
	Preparing a first draft report	Evaluator/s		
	Review of the draft report with key stakeholders for quality assurance	Evaluation Task Manager, Stakeholder Group and UNTF	10 working days	By 1 February 2018
	Consolidate comments from all the groups and submit the consolidated comments to evaluation team	Evaluation Task Manager		

	Incorporating comments and preparing second draft evaluation report	Evaluation Team	2 weeks	By 18 February
	Final review and approval of report	Evaluation Task Manager, Stakeholder Group and UNTF	5 working days	By 22 February
	Final edits and submission of the final report	Evaluator/s	4 working days	By 28 February 2018

Budget

*This section **does not need to be in the TOR that is advertised** but should be discussed with the selected evaluator who may need an indication of the budget to proposal a feasible evaluation design. Therefore, in the longer TOR you should include the total dollar amount and other resources available for the evaluation (consultant fees, travel, subsistence allowance, etc.). This is not a detailed budget but should provide information sufficient for evaluators to propose an evaluation design that is feasible within the limits of available time and resources.*

Annexes

*Again, this section **does not need to be in the TOR that is advertised** but should be discussed and shared with the selected evaluator who will need to see these to make a proposal for a feasible evaluation.*

List of key stakeholders/institutions to be consulted

€ This annex can also suggest project sites to be visited

Documents to be consulted

- € Relevant national strategy documents
- € The project document and theory of change (proposal)
- € The Results and Resources Framework
- € Baseline Report
- € Any data collection tools, monitoring plans, indicators and collected data
- € Progress and annual reports of the project
- € Reports from previous evaluations of the project and/or the organization, if any.]

Structure for the inception report

As per Annex C in the UN Trust Fund guidance

Required structure before the final report

As per Annex E in the UN Trust Fund guidance.