

**Regional Office for Asia and the Pacific**

**Terms of Reference for**

**the Evaluation of the Advocacy Efforts of**

**the Regional Interventions Action Plan (2018-2021)**

**25 June 2020**

# Introduction

The Asia and the Pacific Regional Interventions Action Plan (RIAP) 2018-2021 was developed in line with UNFPA Strategic Plan 2018-2021 and the 2030 Agenda of Sustainable Development, and has been implemented to address the unfinished business of the International Conference on Population and Development (ICPD) Programme of Action for the Asia and the Pacific region and emerging population issues, specified in the Asian and Pacific Ministerial Declaration on Population and Development.

The Evaluation of the Advocacy Efforts of the Asia and the Pacific RIAP (2018-2021) will assess progress on results of regional advocacy efforts achieved during the first 2.5 years. The evaluation will provide evidence about the relevance, effectiveness, and sustainability of advocacy efforts to suggest possible adjustments for the remaining period of the RIAP implementation and to inform the design of the next RIAP.

The intended users of the evaluation include UNFPA Asia and the Pacific Regional Office, UNFPA Headquarters, UNFPA Asia and the Pacific Sub-regional and Country Offices, and Development Partners.

# Context

## The Asia and the Pacific Regional Interventions Action Plan (2018-2021)

The RIAP is developed and being implemented to achieve the results of UNFPA Strategic Plan 2018-2021 that will contribute to the achievement of the Sustainable Development Goals, and, in particular, to good health and well-being, the advancement of gender equality, and the empowerment of women and adolescent girls, with a focus on eradicating poverty. These SDGs have strong points of convergence with the ICPD Programme of Action across several goals, targets and indicators and commitment to universal access to sexual and reproductive health and reproductive rights as well as promoting gender equality and the empowerment of women. The RIAP also focuses on other key aspects of ICPD that are not well captured in the SDGs including population dynamics and population data systems, and the impact of the changing age structures and population mobility on sustainable development which are particularly significant for the Asia and the Pacific region. Given a very high risk and vulnerability to humanitarian crises in the region, the RIAP has strengthened its focus on fulfilling global humanitarian commitments and on shifts in the development and humanitarian paradigm.

The RIAP is contributing to one overarching goal in line with UNFPA Strategic Plan to “achieve universal access to sexual and reproductive health, realize reproductive rights, and reduce maternal mortality to accelerate progress on the ICPD agenda to improve the lives of women, adolescents and youth, enabled by population dynamics, human rights and gender equality,” focusing around three transformative and people-centred results in the period leading up to 2030. These include: (a) an end to preventable maternal deaths; (b) an end to the unmet need for family planning; and (c) an end to gender-based violence and all harmful practices, including female genital mutilation and child, early and forced marriage.

The RIAP aims to achieve the following four outcomes:

Outcome 1. Every woman, adolescent and youth everywhere, especially those furthest behind, fully exercise their sexual and reproductive rights, and are able to use integrated sexual and reproductive health (SRH) services of family planning, comprehensive maternal health and sexually transmitted infection (STI) and HIV, free of coercion, discrimination and violence.

Outcome 2: Every adolescent and youth, in particular adolescent girls, are empowered to realize their sexual and reproductive health and reproductive rights, and participate in sustainable development, humanitarian action and sustaining peace.

Outcome 3: Gender equality and the empowerment of all women and girls, including their reproductive rights are achieved by ending gender-based violence and harmful practices, including in humanitarian settings.

Outcome 4: Everyone, everywhere counted, and accounted for in the pursuit of sustainable development.

The outputs contributing to these four outcomes and to Organizational Efficiency and Effectiveness are provided in the Table 1.

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| --- | --- |
| Table 1. Regional Programme Results Framework | |
| Outcomes | Outputs |
| Outcome 1. Every woman, adolescent and youth everywhere, especially those furthest behind, fully exercise their sexual and reproductive rights, and are able to use integrated sexual and reproductive health (SRH) services of family planning, comprehensive maternal health and sexually transmitted infection (STI) and HIV, free of coercion, discrimination and violence. | Output 1. Enhanced capacities to develop and implement policies, including financial protection mechanisms, that prioritize access to information and services for sexual and reproductive health and reproductive rights for those furthest behind, including in humanitarian settings. |
| Output 2. Strengthened capacities to provide quality, integrated information and services for family planning, comprehensive maternal health, and STI and HIV, as well as information and services that are also responsive to emergencies and fragile contexts. |
| Output 3. Enhanced national capacities to develop and implement policies and plans for building an effective health workforce for quality and integrated SRH services, including in humanitarian settings. |
| Output 4. Enhanced national capacities to develop and implement policies and plans that accelerate family planning sustainability. |
| Output 5. Improved regional and national accountability mechanisms for SRH and reproductive rights with the engagement of key stakeholders at all levels. |
| Outcome 2: Every adolescent and youth, in particular adolescent girls, are empowered to realize their sexual and reproductive health and reproductive rights, and participate in sustainable development, humanitarian action and sustaining peace. | Output 6. Young people, in particular girls, have the skills and knowledge to make informed choices about their sexual and reproductive health and rights and well-being. |
| Output 7. Policies and programmes in relevant sectors tackle determinants of adolescent and youth sexual and reproductive health, development and well-being. |
| Output 8. Young people are able to lead and participate in sustainable development, humanitarian action and sustaining peace. |
| Outcome 3: Gender equality and the empowerment of all women and girls, including their reproductive rights are achieved by ending gender-based violence and harmful practices, including in humanitarian settings. | Output 9. Strengthened policy, legal and accountability frameworks to advance gender equality and empower women and girls to exercise their reproductive rights and to be protected from violence and harmful practices. |
| Output 10. Increased multi-sectoral capacity to prevent and address gender-based violence with a focus on data, health, psycho-social support and coordination, including in humanitarian settings. |
| Output 11. Strengthened response to eliminate harmful practices,  including child, early and forced marriage, female genital mutilation  (FGM) and son preference. |
| Outcome 4: Everyone, everywhere counted, and accounted for in the pursuit of sustainable development. | Output 12. Improved national population data systems to map and address inequalities, advance achievement of the Sustainable  Development Goals and ICPD, and inform interventions in times of humanitarian crisis. |
| Output 13. Mainstream demographic intelligence to improve the responsiveness, targeting and impact of development policies, programmes and advocacy. |
| Organizational Efficiency and Effectiveness (OEE) | OEE Output 1. Enhanced programme effectiveness. |
| OEE Output 2. Optimized management of resources |
| OEE Output 3. Increased contribution to the United Nations system-wide results, coordination and coherence. |
| OEE Output 4. Enhanced communication for impact, resource mobilization and partnerships. |

All 13 outputs under the four outcomes utilize a range of advocacy interventions at a regional level, supporting national governments to meet their commitments and obligations to international treaties and improving national policy and legal frameworks for implementation of the ICPD Programme of Action. Outputs 3 and 4 under Organizational Efficiency and Effectiveness directly contribute to the achievement of these 13 outputs through strengthened programme management, partnerships and coherence with UN agencies and other advocacy partners, strategic communication and resource mobilization.

These advocacy interventions support the acceleration of ICPD Programme of Action in the region and include:

1. Advocacy to integrate population, sexual and reproductive health and reproductive rights issues in regional and national development frameworks, promoting linkages with intergovernmental bodies and support mechanisms for regional, sub-regional policy dialogues;
2. Conducting research and generating evidence and knowledge products that can be used to improve the development of policies, plans and programmes while facilitating citizens to exercise their right to hold duty bearers accountable to the services provided.
3. Improving national capacity for developing evidence-based policies and regulatory frameworks and for implementing programmes and delivering services in areas of sexual and reproductive health and rights, gender equality, adolescents and youth development, and population and development.

# Objectives and scope of the evaluation

The purpose of the evaluation is to provide evidence on contributions of advocacy interventions to RIAP outputs and outcomes in a short and long-term and to identify lessons learned in view of strengthening policy advocacy and influencing efforts and sustaining their results. The scope of the evaluation should consider the period between January 2018 and June 2020, covering all advocacy activities supported and/or financed by APRO, with both regular and non-regular resources. The socioeconomic, cultural, political and institutional characteristics of regional context will have to be considered in the analysis, so as to identify enabling and constraining factors, internal and external to the organization.

The specific objectives of the evaluation are the following:

1. Review the effectiveness of the RIAP advocacy efforts in influencing regional policies/frameworks for positioning ICPD in the region, and in supporting COs to achieve results at the national level, and support national positions and regional and global levels. Analyze accelerators, barriers and opportunities in the implementation of RIAP advocacy interventions and achievement of the intended and unintended results, for learning and developing increasingly effective advocacy strategies and tactics in the future programming.
2. Analyze APRO’s added value and comparative advantage in: i) responding to emerging issues and priorities of countries in the Asia and the Pacific region, especially ensuring the rights of the most vulnerable and marginalized, that require addressing national policies and legal regulatory environment, ii) developing, facilitating and convening strategic regional partnerships for ICPD advocacy, and iii) strategic evidence-based communication and negotiations to influence stakeholders for the advancement of national policies and legal frameworks.
3. Assess the sustainability of results in policy advocacy in the long term.
4. **Criteria and preliminary questions**

While addressing these objectives, the evaluation will be guided by the criteria of relevance, effectiveness, and sustainability. The objectives, scope and criteria outlined above, can be synthesized around the set of guiding questions listed below. This list will have to be fine-tuned in the design phase, while developing a comprehensive analytical framework for the evaluation.

**Relevance:**

1. To what extent the RIAP advocacy efforts were tailored to priorities and emerging needs in the region across the development-humanitarian-peace nexus and were receptive of political, economic, social and environmental contexts in the region?

**Effectiveness**

1. What were the contributions of RIAP advocacy interventions in achieving the RIAP results and advancement of ICPD issues in the region? What were the unintended effects of RIAP advocacy interventions?
2. What factors and interrelationships (e.g. partnerships, leadership role in inter-agency efforts, knowledge base and evidence/research, communications, funding, coordination, technical capacity, public perceptions) contributed, hindered or created opportunities to achieve the intended and unintended results through policy advocacy and influencing?
3. How effectively were gender, human rights and equity mainstreamed in the RIAP advocacy efforts to contribute to desired changes in national policies and legal frameworks?

**Sustainability**

1. What is the likelihood of the political commitment (financial commitments, reflection of international norms and standards in national policies and legal frameworks, strengthened institutional and structural capacities for their implementation) achieved through RIAP advocacy efforts will be sustained and/or scaled up in the region?
2. **Methodology and approach**

The evaluation will be guided by UNEG Norms and Standards for Evaluation in the UN System, and UNEG Ethical Guidelines for Evaluation. The evaluation will be conducted by an independent home-based consultant using a transparent, inclusive and participatory process.

The evaluation will use a **retrospective case study approach**, identifying, conceptualizing, documenting, and hypothesizing a potential model for effective policy influence and advocacy. The evaluation will aim to determine the links between policy advocacy interventions and RIAP outputs and outcomes taking into an account key stakeholders, factors and complex interrelationships amongst these. The evaluation will pay special attention to cross-cutting issues to ensure **equity, gender and human rights based approaches** are embedded into the data collection and analysis.

The evaluation will adopt an inclusive approach, involving a broad range of **partners and stakeholders**. Every effort will be made to include key stakeholders as part of the evaluation process either as sources of data (primary/secondary) or through their representation in the Evaluation Reference Group (ERG). The evaluation team will refine and finalize the stakeholders mapping initially provided by the APRO to identify both UNFPA direct and indirect partners (i.e., partners who do not work directly with UNFPA and yet play a key role). These stakeholders may include representatives from the government, non-governmental organizations, the private sector, other UN and multilateral organizations, and bilateral donors. Furthermore, the established ERG will include representatives from stakeholders, to provide quality assurance on the design and evaluation reports.

The evaluation will use **qualitative data** generated through desk reviews of documents, remote semi-structured interviews and web-based surveys with UNFPA staff in Headquarters, Regional/Sub-regional and Country offices, and counterparts in the region, who will be selected using purposeful sampling techniques. No field mission is expected as data generation will be done remotely.

Overall, the following **methods for data collection** might be used:

*Desk review*

Including programing documents, past assessment/review reports, survey reports, annual progress reports, policy and strategy documents, terms of references, knowledge products, policy briefs, meeting minutes and any other document that might be relevant and useful for an informed analysis.

*Interviews*

A number of semi-structured interviews will be conducted with key informants, including as minimum: a) UNFPA Staff in Regional Office and HQ; b) UNFPA staff in Country/Sub-regional Offices –including Representatives, Deputy and Assistant Representatives, Technical/Programme Officers; c) representatives of regional UN offices; d) partner organizations; and e) representative of regional or sub regional institutions. Interviews will be conducted via telephone or electronic means.

The data collected through different methods and techniques will have to be synthesized in the review matrix and triangulated for validation. A comprehensive evaluation matrix with a detailed methodology proposal will have to be developed by the evaluators based on this TOR.

The evaluation matrix will provide the guiding structure for **data analysis** for all components of the evaluation. The evaluation questions will be used to structure data analysis. The following methods of data analysis and synthesis are encouraged to be used:

Descriptive analysis- to identify and understand the contexts in which the programme has evolved, and to describe the types of interventions and other characteristics of the programme.

Content analysis - to analyze documents, interviews notes and survey responses to identify emerging common trends, themes and patterns for each key evaluation question, at all levels of analyses. Content analysis can be used to highlight diverging views and opposing trends. The emerging issues and trends provide the basis for preliminary observations and evaluation findings.

Contribution analysis - to assess the extent to which the advocacy interventions contributed to expected results. The evaluators are encouraged to gather evidence to confirm the validity of the programme theory or hypothesis while establishing the relative importance of other influences on RIAP results, and to identify any logical and information gaps that it contained; test assumptions, examine influencing factors, and identify alternative assumptions for each pathway of change.

## Evaluation process and expected outputs

The evaluation process will unfold through five phases: i.) Preparation, ii) Design, iii) Data collection and synthesis; iv) Data analysis and report writing; v) Management response internal to APRO and dissemination of results. Below is a brief description of each phase and its respective deliverables.

Preparation

This phase will include: drafting and approval of the Evaluation Terms of Reference, recruitment of a consultant and preparation of relevant documents/bibliography.

Design

The consultants will draft the design report in response to the ToR and is informed by a comprehensive desk review of relevant documents and a set of preliminary interviews. The purpose of the design report is to develop a detailed methodology for the evaluation, including, but necessarily limited to the following aspects: develop a comprehensive evaluation analytical framework/matrix, identify data gaps to be fulfilled in the next phase, design interview guides and a survey instrument. The design report is expected to be finalized by the Evaluators with inputs from the Evaluation Reference Group and approved by the APRO.

Data collection

This phase will include desk review of documents and remote data collection (through remote interviews and web-based surveys) with key informants.

Data analysis and report writing

This phase consists of the analysis of the data collected and of the actual writing of the review report. Preliminary findings will be validated remotely by ERG and APRO. The product of this phase is the Final Evaluation Report.

Management response and dissemination of results

Once the report is finalized and accepted by APRO, the APRO management team will develop an internal response to the evaluation recommendations and develop an action plan based on these responses. In addition, the key findings, conclusions and lessons learnt will be sharedfor wider distribution with UNFPA Country Offices in the region, Headquarters and partners.

## Composition of the Evaluation Team

The evaluation will be conducted by two international consultants, whose the roles and responsibilities are as follows:

* **A team leader** with overall responsibility for the evaluation process including the production of the design report, data collection and analysis, and production of the draft and final evaluation report. S/he will lead and coordinate the work remotely and will also be responsible for the quality assurance of all evaluation deliverables.
* **A team member**, who will each assist the Team Leader in all phases of the evaluation, including literature review, data collection and analysis, and drafting the evaluation report.

Qualifications of the **Team Leader**:

* Advanced degree in evaluation, development studies, public health, population and gender studies or any other social science fields
* A minimum of 10 years professional experience in evaluation of complex programmes/projects, including policy advocacy programmes/projects
* Prior experience of using a retrospective case study approach in evaluations, qualitative data generation and analysis methods
* Familiarity with UNFPA’s mandate areas
* Professional experience in the Asia and the Pacific region
* Ability to lead an evaluation team
* A high level of proficiency in oral and written English

The Team Leader is expected to devote a total of **45 working days**.

Qualifications of the Team Member:

* Advanced degree in evaluation, development studies, public health, population and gender studies or any other social science fields
* A minimum of 7 years professional experience in evaluation of complex programmes/projects, including policy advocacy programmes/projects
* Prior experience of applying qualitative data generation and analysis methods in evaluations
* Prior experience of using a retrospective case study approach in evaluations is desirable
* Familiarity with UNFPA’s mandate areas
* Professional experience in the Asia and the Pacific region
* A high level of proficiency in oral and written English

The Team Member is expected to devote a total of **35 working days**.

## Management Arrangements, Timeline and Payment Method

Commissioning and management of the process

The evaluation will be commissioned by APRO and managed by the Regional M&E Adviser under the supervision of the Regional Director and the Deputy Regional Director.

Timeframe

The evaluation process is expected to unfold over a period of six months between July of 2020 and December of 2020, as shown in Table 2.

**Table 2. Indicative schedule of deliverables**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Milestones | June | July | August | September | October | November | December |
| Approval of ToR | June 30th |  |  |  |  |  |  |
| Recruitment of consultants |  | 20th |  |  |  |  |  |
| Design Report |  |  | 18th |  |  |  |  |
| Desk review |  |  | 1st - | 30th |  |  |  |
| Data collection |  |  |  | 1st – 30th |  |  |  |
| Synthesis/analysis and 1st draft report submission |  |  |  |  | 23rd |  |  |
| 2nd draft report submission |  |  |  |  |  | 13th |  |
| Final report submission |  |  |  |  |  |  | 10th |

*Contract modality and methods of payment*

The consultants will be issued Individual Consultancy Contract, following UNFPA relevant Policy, and will be paid a lump sum upon submission of the final report. No travel is expected from the consultant.