



We are pleased to announce the following vacancy:

VACANCY NO:	VA JID 2204 Consultancy for Mid-Term Review
CLOSING DATE:	The closing date is 20 June 2022 at 17:00 hours Bangkok time.
POST TITLE:	Mid-Term Review Consultant
CATEGORY:	Individual Consultant contract
DUTY STATION:	This consultancy is homebased, and travel is not required
DURATION:	35 workdays over the period from late July to December 2022

Details of consultancy are as below:

Hiring Office

United Nations Population Fund (UNFPA) Asia-Pacific Regional Office

Purpose of consultancy

In 2022, UNFPA Asia-Pacific Regional Office will conduct an independent mid-term review of phase III of the Regional Prepositioning Initiative (2021 to 2024).

The purpose of the consultancy is to assess progress of Phase III of the Initiative within the first two years of its implementation and generate evidence on lessons learned that will help guide the direction for the final two years (2023, 2024) and enable UNFPA to better manage and deliver quality, inclusive, accountable and sustainable results. The findings and recommendations will furthermore inform UNFPA's humanitarian work in Asia and the Pacific in general.

Objectives and scope of review

The specific objectives of the mid-term review are:

- To assess the **relevance** of the Regional Prepositioning Initiative in supporting accountable and inclusive humanitarian preparedness and response across the priority countries;
- To assess the **effectiveness** of the Regional Prepositioning Initiative with regards to influencing policy and advocacy, the prioritisation of sexual and reproductive health and gender-based violence in emergencies, access to sexual and reproductive health and gender-based violence services as well as influencing gender-responsive and inclusive humanitarian action by governments and partners across the priority countries;
- To assess the **coherence** of the Regional Prepositioning Initiative in leveraging other investments and programmes to achieve the intended outcomes;
- To assess the **sustainability** of the Regional Prepositioning Initiative in terms of i) sustainable capacity building and ownership by partners ii) inclusive and gender responsive policy, legal and accountability frameworks and financing; iii) progress made to date in priority countries and areas of challenges; and iv) the feasibility of a graduated exit in 2024.

Scope of the mid-term review:

- The mid-term review will cover the period from 1 January 2021 and include the months up until the review commences in August 2022.
- The geographical scope of the mid-term review is the twelve priority countries of the Regional Prepositioning Initiative (Bangladesh, Fiji, Indonesia, Kiribati, Myanmar, Papua New Guinea, Philippines, Samoa, Solomon Islands, Sri Lanka, Tonga and Vanuatu) as well as other countries where the initiative has been active if applicable.
- All interventions under the Regional Prepositioning Initiative will be covered, as implemented by UNFPA and implementing partners at regional and national levels.
- The consultant will design the review methodology required to respond to the review objectives and scope in collaboration with the Review Reference Group. The consultant is expected to adhere to the [UNEG/UNFPA review norms and standards](#), including UNEG Ethical Guidelines for Review; UNEG Standards and Norms for Review in the UN System; UNEG Guidance on disability inclusion; integration of human rights and gender equality and women’s empowerment; and UNFPA Evaluation Handbook and guidance on disability inclusive reviews. The consultant is also expected to adhere to DFAT’s [Monitoring and evaluation standards](#). The review will be transparent, inclusive, and participatory.
- The below list of review criteria and preliminary review questions and areas for enquiry will be further refined by the consultant.

Review Criteria	Review Questions
Relevance	Extent to which the Regional Prepositioning Initiative ensures that the varied needs of vulnerable and marginalised populations in all their diversity (age, sex, gender identity, sexual orientation, and ability), have been taken into account in an inclusive and appropriate manner in planning and implementation of activities during humanitarian crises.
Effectiveness	<p>Extent to which the Regional Prepositioning Initiative is on track to meet results by the end of 2024 and improve access to sexual and reproductive health and gender-based violence services as planned in the project proposal, Capacity Building Plan and Sustainability and Exit Strategy.</p> <ul style="list-style-type: none"> • Sub question: What are the interventions that have had a significant effect to achieve results and what interventions could amplify achievements made to date? <p>Extent to which the Regional Prepositioning Initiative supports policy engagement and influencing for sexual and reproductive health and rights and prevention of and response to gender-based violence.</p> <ul style="list-style-type: none"> • Sub question: What added value does the Regional Prepositioning Initiative bring key stakeholders beyond physical supplies?
Coherence	Extent to which the Regional Prepositioning Initiative is coherent to other UNFPA programmes as well as to investments of other partners in the region to improve access to sexual and reproductive health and gender-based violence services in humanitarian settings?

Review Criteria	Review Questions
Sustainability	<p>Extent to which the Regional Prepositioning Initiative is strengthening national and local capacity, systems, and ownership, particularly focusing on supply chain management for the durability of results beyond 2024</p> <ul style="list-style-type: none"> • Sub question: What priorities from the Capacity Building Plan and Sustainability and Exit Strategy are the Regional Prepositioning Initiative likely to progress on? • Sub question: What progress has been made to date in the priority countries and what are the challenges encountered and any recommendations on how such constraints can be overcome? <p>Extent to which the Regional Prepositioning Initiative enables integration of sexual and reproductive health and rights, as well as prevention of and response to gender-based violence into relevant regional, national, and sub-national policy, legal and accountability frameworks and financing, with the (varied) needs of vulnerable and marginalised people reflected.</p> <p>Extent to which a graduated exit in 2024 is realistic and feasible</p> <ul style="list-style-type: none"> • Sub question: What are the associated risks with an exit in 2024? • Sub questions: How can the achievements of the Regional Prepositioning be built on beyond 2024 and what are the opportunities for scale up which have not yet been utilised and could be taken forward in a future investment?

- The consultant is expected to develop a detailed review matrix with a set of assumptions, indicators, sources of information and methods and tools to be used in data collection. Aspects of the use of a human rights, gender sensitive and disability inclusive approach are expected to be integrated in the review matrix in order to assess mainstreaming of these approaches. The review matrix will guide data gathering and analysis during the entire review process.
- The mid-term review will be based on mixed methods, combining quantitative and qualitative data collection methods and tools.

At a minimum, the methodological approach will comprise:

- A **document review** of relevant documents and DFAT’s investment quality reporting (Partner Performance Assessments and Aid Quality Checks);
- The conduct of **key informant interviews, focus group discussions and surveys**. Inclusive and participatory approaches should be ensured. Key [stakeholders](#), including vulnerable and marginalised groups, should be engaged throughout the review process.

Particular attention will be paid to triangulation of information, both in terms of data sources and methods and tools for data collection.

Duration and working schedule

The consultant will work for a total of 35 working days between late-July to December 2022. Below is a suggested breakdown of working days per deliverable:

- Design/inception report - 6 days

- Data collection - 10 days
- Debriefing and data validation - 0.5 days
- Draft mid-term review report submitted - 12 days
- Mid-term review report finalised - 6 days
- Findings workshop arranged with partners and DFAT - 0.5 days

Place where services are to be delivered

The work will be home-based.

Delivery dates

The following deliverables and timelines are expected:

1. Design/inception report. **Second week of August 2022**
2. Data collection. **Third week of August to third week of September 2022**
3. Debriefing and data validation. **Third week of September 2022**
4. Draft mid-term review report submitted. **Second week of October 2022**
5. Mid-term review report finalised. **Fourth week of November 2022**
6. Findings workshop arranged with partners and DFAT. **First week of December 2022**

Phase milestone (inception phase)	Deliverables	Timing
<p>Document review of relevant documents</p> <p>Stakeholder mapping to identify key informants</p> <p>Identification of assumptions to be assessed and respective indicators, sources of information and methods and tools for the data collection</p> <p>Development of a data collection and analysis strategy as well as a concrete workplan</p>	<p>Finalised and agreed design/ inception report, including workplan, finalised and agreed list of review questions, assumptions and indicators, stakeholder map, sources of information and methods, tools for the data collection and dissemination strategy.</p> <p>The consultant will present the design/inception report to the Review Reference Group during a virtual meeting</p>	<p>Completed second week of August 2022</p>

Phase milestone (data collection phase)	Deliverables	Timing
<p>In-depth document review</p>	<p>The consultant will present the preliminary results of the data collection, including preliminary findings to the Review Reference Group during a</p>	<p>Data collection and preliminary analysis: third week of August</p>

Phase milestone (data collection phase)	Deliverables	Timing
Remote interviews and focus group discussions with key informants Electronic surveys as relevant Case studies if time permitting	virtual meeting to validate key findings. The objective is to help the consultant deepen the analysis with a view to identify main conclusions and related recommendations.	to third week of September 2022 Presentation: Third week of September 2022

Phase milestone (reporting phase)	Deliverables	Timing
Submission of draft mid-term review report	The draft report will be submitted to the Review Reference Group for comments. The report, and in particular the tentative conclusions and recommendations, will be presented to the Review Reference Group. Based on comments received, the consultant will make appropriate amendments to the report, finalise the recommendations and submit the final report . For all comments, the consultant will indicate how they have responded in writing (“trail of comments”).	Second week of October 2022
Submission of final mid-term review report		Fourth week of November 2022
Findings workshop arranged with key stakeholders		First week of December 2022

Monitoring and progress control, including reporting requirements, periodicity format and deadline

The consultant will conduct the first level of quality assurance for all review products prior to their submission to UNFPA. UNFPA recommends that the [evaluation quality assessment checklist](#) is used as an element of the proposed quality assurance system for the draft and final versions of the review report. The main purpose of this checklist is to ensure that the report complies with UNFPA’s standards for evaluation reports.

The Regional Humanitarian Advisor, Regional Humanitarian Project Coordinator and Regional Monitoring and Evaluation Advisor, with the support of the Review Reference Group, will provide a second level of quality assurance.

Supervisory arrangements

The responsibility for the management of the mid-term review rests with the Regional Humanitarian Advisor and the Regional Humanitarian Project Coordinator. The Regional Monitoring and Evaluation Advisor will provide quality assurance and ensure the independence of the review in line with UNEG Norms and Standards and Ethical Guidelines.

A Review Reference Group will be formed to provide feedback on the draft ToR; provide feedback on the design/inception report; provide comments and substantive feedback from a technical perspective on the draft and final mid-term review reports; act as the interface between the consultant and key stakeholders, notably to facilitate access to informants and documentation; participate in review meetings; play a key role in learning and knowledge sharing and dissemination of review results; as well as to the completion and follow-up of the management response.

Expected travel

None.

Required expertise, qualifications and competencies, including language requirements

The consultant will bring the below expertise and experience:

- At least 10 years of review experience, including humanitarian evaluation experience;
- Demonstrated competence in review/evaluation of similar types of programmes, particularly in developing countries and humanitarian contexts;
- Extensive evaluation experience of humanitarian policies, strategies and programmes and of complex humanitarian situations;
- Extensive knowledge of humanitarian principles, and experience with using human rights and gender analysis in reviews;
- Good understanding of regional, national and local humanitarian actors as well as inter-agency coordination mechanisms such as the cluster system;
- Good understanding of UNFPA mandate and processes;
- Familiarity with (i) sexual and reproductive health and rights; (ii) gender-based violence; (iii) gender equality; and/or (iv) emergency preparedness and response is desirable;
- Familiarity with concepts such as accountability to affected populations, disability inclusion and supply chain management is desirable;
- Experience assessing capacity building outcomes and sustainability is desirable;
- Excellent analytical skills; process management skills, data management and facilitation;
- Excellent communication skills (written, spoken) in English; and
- Good communication skills (written, spoken) in languages spoken in the regions and countries covered is desirable.

Inputs/services to be provided by UNFPA or implementing partner, if applicable

The consultant is expected to provide all necessary equipment to complete the review (computer, software, phone, etc.). UNFPA will provide all relevant background information regarding the Regional Prepositioning Initiative, as well as play a coordinating role for the review. All work will be carried out remotely.

Other relevant information or special conditions, if any

Introduction to the review

Evaluations/reviews at the United Nations Population Fund (UNFPA) serves three main purposes: (a) demonstrate accountability to stakeholders on performance in achieving development results and on invested resources; (b) support evidence-based decision-making; (c) contribute 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.¹

The primary intended users of the review are: (i) UNFPA Asia-Pacific Regional Office, which manages the Initiative; (ii) UNFPA Country Offices engaged in the implementation of activities; (iii) Department of Foreign Affairs and Trade, Australia, which funds the initiative; and (iv) national and local partners such as Ministries of Health, Ministries of Women, National Disaster Management Organisations/Authorities, other national partners as well as Civil Society Organisations including organisations for persons with disabilities. Furthermore, the results of the review will be of interest to a wider group of stakeholders of UNFPA, including the Humanitarian Office, Supply Chain Management Unit, Resource Mobilisation Branch, and the Office of the Executive Director.

Background and context to UNFPA in Asia and the Pacific and the [Regional Prepositioning Initiative](#)

Asia and the Pacific is the most disaster prone region in the world and has many protracted and complex emergencies. Mitigating and adapting to the impacts of climate change are huge challenges facing all countries in the region, especially Pacific Island Nations. Asia and the Pacific is also home to a number of protracted crises and long-running conflicts resulting in large prolonged refugee and displaced populations.

The UNFPA Asia Pacific Regional Office works with UNFPA Country Offices in the region to assist governments and civil society partners to reduce disaster risk and prepare for and respond to emergencies. This is in line with the unique mandate of UNFPA to address sexual and reproductive health and rights, and prevent and respond to gender-based violence during humanitarian crises.

In December 2020, following a successful pilot initiative and phase II, UNFPA Asia Pacific Regional Office and Australia's Department of Foreign Affairs and Trade signed an Exchange of Letters for another four year Programme 2021 to 2024 *Prepositioning of commodities for sexual and reproductive health in emergencies in Asia Pacific* (Regional Prepositioning Initiative Phase III).

Initially an AUD 6-million-dollar agreement, as of April 2022 the total contribution for Phase III is AU\$ 6,075,000.

The overall programme outcome of the Regional Prepositioning Initiative is that priority countries across the Asia Pacific region are better prepared and more resilient to emergencies, and people in these countries have their well-being and safety ensured in humanitarian crises. The Regional Prepositioning Initiative is comprised of four main components: i) prepositioning of supplies, ii) capacity building, iii) advocacy, inclusion and innovation and iv) project management.

How to apply:

Candidates should submit the following documents:

- P11
- CV
- Motivation Letter

All the above documents must be sent by e-mail to vac-robangkok@unfpa.org.

The P11 is available on the UNFPA websites at <https://www.unfpa.org/resources/p11-un-personal-history-form>. Please quote the Vacancy number JID 2204 UNFPA APRO.

The deadline for application is 20 June 2022.

UNFPA will only be able to respond to those applications in whom UNFPA has a further interest.

¹ See [UNFPA Evaluation Policy](#)

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 balances gender distribution and therefore encourage women to apply.

Notice: There is no application, processing or other fee at any stage of the application process. UNFPA does not solicit or screen for information in respect of HIV or AIDS and does not discriminate on the basis of HIV/AIDS status.

Issue date: 6 June 2022

