



**Specific Terms of Reference for the in-depth review of the 2012-2017 cycle of the Government of Ghana/UNFPA Sixth Country Programme (GoG/UNFPA CP6)**

**SUMMARY**

<b>Title :</b>	2012-2017 cycle of the Government of Ghana/UNFPA Sixth Country Programme (GoG/UNFPA CP6)
<b>Purpose</b>	To undertake an in-depth review of the country programme thereby assessing its progress, its appropriateness and its relevance taking into consideration the lessons learned from the ongoing programme, new global and regional development agendas and initiatives, and changes within the national context.
<b>Location</b>	Accra – Ghana
<b>Application Categories</b>	<p>A) An individual national consultant as the lead consultant to undertake the in-depth review of the GoG/UNFPA CP6.</p> <p>B) An individual national consultant to support the lead consultant in undertaking the in-depth review of the GoG/UNFPA CP6.</p> <p>The team of two consultants (International and local) will work together to produce one document - the 2012-2017 cycle of the Government of Ghana/UNFPA Sixth Country Programme (GoG/UNFPA CP6) In-depth Review Report.</p>
<b>Start date</b>	Last week of August 2016
<b>Duration</b>	<p>25 Working Days</p> <ul style="list-style-type: none"> <li>• 8 days for desk review and submission of draft inception report.</li> <li>• 4 days In-depth interviews with key stakeholders</li> <li>• 13 days to complete report</li> </ul>

## **Background**

The GoG/UNFPA CP6 which was developed by UNFPA in partnership with government and other stakeholders is implemented within the context of UN “Delivering as One” under the UNDAF. This was followed by the approval of the UN Action Plan (UAP) and the signing of the memorandum of understanding between the UN system and the Government of Ghana.

Although currently implemented under UNDAF, the GoG/UNFPA CP6 was not initially aligned with the UNDAF. Its implementation has been marked by several realignment exercises to configure it to the UAP; the revised strategic plan (2011-2013) and the new corporate strategic plan (2014-2017) through a protracted planning process. CP6 is implemented through the GoG decentralized administrative systems in the programme execution. Following the mid-term evaluation conducted in 2014, the CP6 outputs were revised into six outputs as follows:

- i. Increased national capacity to deliver comprehensive maternal health services.
- ii. Increased national capacity to strengthen enabling environments, increase demand for supply of modern contraceptives and improve quality FP services.
- iii. Increased national capacity to deliver integrated sexual and reproductive health (SRH) services especially for marginalized/vulnerable adolescents and young people.
- iv. Strengthened national capacity for the design and implementation of comprehensive age-appropriate sexuality education (CSE) programmes that promote human rights and gender equality.
- v. Increased capacity to prevent gender-based violence and harmful practices.
- vi. Enhanced national capacity for programme coordination, production, utilization and dissemination of quality statistical data for population dynamics, youth, gender equality and SRH, including humanitarian settings.

## **Summary of the purpose of the in-depth review**

UNFPA procedures require that at least one evaluation of the country programme is conducted every two programme cycles to, among others, inform the scope of a new country programme (UNFPA Revised Evaluation Policy 2013). While a full country programme evaluation would have been ideal, the Country Office has opted for an in-depth review of the on-going CP considering the prevailing budget constraints. The in-depth review coupled with the ongoing Common Country Assessment preceding the development of the new UNDAF (2017-2022), earlier reviews conducted in 2014, including thematic evaluations relevant to the program, and the comprehensive mid-term review of the 6th CP conducted in 2014 will be used as main sources of evaluative evidence that will inform the development of the 7<sup>th</sup> country program

The GoG/UNFPA CP6 in-depth review aims at informing the development of the new country programme (7<sup>th</sup> CP) which is being prepared by the CO and national partners. The 7<sup>th</sup> CP will take into consideration lessons learned from the ongoing programme, new global and regional development agendas and initiatives, changes within the national context. Therefore, a key question of the in-depth review is how the new global, regional and national development dispensations are

influencing development processes in the country and whether new strategic approaches will be necessary?

In view of the above, the in-depth review will be informed by changes in the international development agendas. It will also analyse various components of the current country programme, its contents and implementation including its monitoring and evaluation. Consequently, suggestions will be made for the strategic orientation of the new country programme and how it can be operationalized taking into account the UNFPA Strategic Plan 2014-2017, emerging initiatives like the demographic dividend, data for development, the SDGs, and the AU's Agenda 2063.

### **In-depth review programmatic questions (to be finalized during the inception period).**

#### **i. Relevance:**

- To what extent the CP addressed national priorities and needs of population in relation to UNFPA mandate and comparative advantage?

#### **ii. Effectiveness:**

- To what extent has the CP contributed to improvements in SRH of women and young people especially in MMR and unwanted pregnancies?

#### **iii. Efficiency:**

- To what extent did the intervention mechanisms (including funds, expertise and timing) contribute to or impede the achievement of the programme outputs?

#### **iv. Sustainability:**

- To what degree has UNFPA been able to support its partners and the beneficiaries in developing capacities and establishing mechanisms to ensure ownership and durability of results?

#### **v. Coordination:**

- What are the main comparative strengths of UNFPA in Ghana, particularly in comparison to other UN agencies in the country?

### **Methodology**

In conducting the review the consultants will undertake the following approaches:

- Desk review of relevant documents: The CO M&E officer will work closely with the consultants to provide relevant documentation as necessary.
- Interviews with key stakeholders: In collaboration with the CO programme staff and M&E officer, a selection of key stakeholders will be made on the basis of a complete list developed by the CO. Discussion guides will be developed by the consultants.
- Validation meetings: Data collected from various sources will be triangulated by the consultant who may organize validation sessions if necessary with CO staff.

Consultants will gather all relevant information from existing reports, research and other key documents, complemented by interviews with key stakeholders and use these to draw conclusions and recommendations whilst formulating the in-depth review report.

***Annex 1 of this specific terms of reference clearly articulates the purpose, specific objectives and scope for the in-depth review.***

### **Composition of team of consultants**

The team will be comprised of two technical experts (i.e. an International consultant as lead and local consultant as support) will work together to undertake the required tasks and produce the deliverables indicated in the table below. The division of labour between the members of the team should be clearly addressed in the methodology.

***Annex 1 of this specific terms of reference clearly articulates the methodology of the assignment.***

### **Management, working relationships, roles and responsibilities**

- The in-depth review of the 6<sup>th</sup> Country Programme of Ghana shall be conducted under the overall direction and authority of the UNFPA Representative of the country office.
- The Deputy Representative will supervise the entire process.
- Monitoring of the process will be conducted by the CPD Coordinating Committee put in place for the development of the new country programme.
- The CPD Coordinating Committee and all CO staff shall assist the consultant by providing access to reports and documents, contacts with interested parties etc.
- The Regional M&E Adviser for WCARO shall provide necessary technical support
- The consultant shall report directly to the Deputy Representative.

***Annex 1 of this specific terms of reference clearly articulates the management and institutional support.***

### **Summary of deliverables**

As a team, the consultants will be expected to deliver the following:-

<b>Task / Methodology</b>	<b>Deliverables</b>	<b>Time frame</b>	<b>Milestone payment for consultants</b>
<b>Conduct Desk Review of available documents</b>	<ul style="list-style-type: none"> <li>• <b>Submit an Inception Report:-</b>            Include a stakeholder map, the final list of in-depth review questions and the matrix, the overall design and methodology of the in-depth review, a detailed description of a plan for information gathering including interviews and a description of the roles and responsibilities of the individual team members.            - Include a power point to highlight the main components of the final inception report.</li> </ul> <p>The Inception Report should be submitted to the Representative via the CPD Coordination Committee within 8 days of the commencement of the consultancy.</p>	Last week of August 2016 (8 days)	20%
<b>In-depth interviews with key stakeholders including the design and testing of interview guide</b>	<ul style="list-style-type: none"> <li>• Finalized interview guide and summary of information collected from the interviews</li> </ul>	First week of September 2016 (4 days)	
<b>Information and data compilation and analysis and feedback from UNFPA/GoG on draft reports</b>	<ul style="list-style-type: none"> <li>• Preliminary draft of in-depth review report</li> </ul>	Second week of September 2016 (8 days)	
<b>Production of in-depth review report</b>	<ul style="list-style-type: none"> <li>• Revised (second) draft report submitted</li> </ul>	Last week of September 2016	40%
<b>Validation of reports by stakeholders</b>	<ul style="list-style-type: none"> <li>• Validated final report</li> </ul>	Last week of September 2016 (1day)	
<b>Finalization and submission of final report</b>	<ul style="list-style-type: none"> <li>• Final in-depth review report</li> </ul>	1 <sup>st</sup> week of October 2016 (4 days)	40%

***Annex 1 of this specific terms of reference clearly articulate the process and indicative timelines of the assignment as well as the structure of the report.***

### **Terms of payment**

The Consultants (international and local) will be paid based on the milestones for the deliverables as indicated in the table above. Professional rates of individual consultants are determined by UNFPA policy on individual consultants.

### **Required skills and experience**

Interested individual international and nationals who wish to apply for the lead consultant and the support consultant should meet the following criteria:-

#### **International/Lead consultant**

- Post graduate degree in public health, demography, social sciences or other areas relevant to UNFPA's mandate.
- Extensive experience in sexual and reproductive health.
- Expertise in population dynamics, analysis of population data, youth and gender.
- Proven capacity and experience in strategic thinking and analysis of population data.
- Solid understanding and experience in programme design and management
- Solid experience in programme reviews or evaluation
- Have a good understanding of the workings of the government, development assistance and UN, UNFPA in particular.
- Have a sound knowledge of development issues and challenges in the areas relevant to the work of UNFPA.
- Have a proven leadership, writing (in English language) and presentation skills in evaluation or research projects.
- Work experience in and knowledge of Ghana or the West African sub-region is an asset.

#### **Local/support national consultant:**

- Extensive knowledge of the context both in national and regional development issues.
- An experience working on issues related to the SRH, empowerment of women, gender, the needs of young people and human rights.
- Thorough knowledge of programmatic and strategic areas of UNFPA work and its relationship to the Ghanaian context.
- Work experience and familiarity with the procedures of the UN system would be an asset.
- Excellent analytical, writing and communication skills (in English language)
- Excellent problem identification and solving skills
- Post graduate degree in public health, demography, communication, gender, social sciences or other areas relevant to UNFPA Ghana's programme area.

- Solid understanding and experience in programme design and management
- Have a sound knowledge of development issues and challenges in Ghana, as well as the government policies, at least in one subject area relevant to the work of UNFPA.
- Be independent from all local stakeholders (Country Office and national partners) involved in the design and implementation of the interventions related to the review.

### Application Procedure

Application is opened to qualified international and national consultants. The two selected consultants will serve as team members undertaking the in-depth review. Interested individual consultants are to state if they are applying as a lead consultant (international) or the support (local) consultant. Applicants are required to submit the following:-

- I. **Cover letter:** explaining why he/she is the most suitable candidate or applicant for the work.
- II. **Technical proposal:** Clearly indicating:
  - How the assignment will be tackled, including proposed methodology and approaches to be used including a brief explanation of the data analysis and presentation plans.
  - Proposal for the international/lead consultant shall also spell out division of labour and he/she proposes to work with the support consultant.
  - Description of experience with similar work and 2 samples of previous similar work for the international/lead consultant and one for the support consultant.
  - A duly completed P11 and Personal CV.
- III. Contacts of three (3) referees per consultant applicant

### Technical Evaluation Criteria:

Criteria	%
1.1 <b>Overall Response</b> <ul style="list-style-type: none"> <li>• Completeness of response</li> <li>• Review of the relevance and quality of submitted work.</li> <li>• Ability to work within the timelines proposed in the TOR</li> </ul>	40%
1.2 <b>Experience of the key personnel</b> <ul style="list-style-type: none"> <li>• CVs indicating expertise and references.</li> <li>• Recommendations from referees and previous employers</li> <li>• Approach to team work</li> </ul>	60%
<b>Total Technical:</b>	<b>100%</b>

### Approval

**This TOR is approved by:** *[indicate name of Approving Manager]*

## Annexes