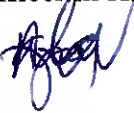



TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	UNFPA GHANA
Purpose of consultancy:	To lead the development of a comprehensive proposal for the second phase of the United Nations Joint Programme on Empowering Adolescent Girls (UNJP on EAG) and develop the final end of programme report for Phase 1 of the project.
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>Since 2018, UNFPA and UNICEF have been implementing the Joint Programme on empowering adolescent girls in Ghana through improved access to sexual and reproductive health services. The first phase of the programme was built on three core principles; Providing gender sensitive Reproductive Health Information, providing gender sensitive reproductive health services, and promoting an enabling environment through broad stakeholder engagements for adolescents to exercise their reproductive rights. As the programme approaches it's end through a no-cost extension (to end in December 2023), UNFPA aims to engage the services of a consultant to undertake two key actions:</p> <ol style="list-style-type: none"> 1. Develop a proposal for the second phase of the Empowering Adolescent Girls programme (EAG) building on the Phase 1 programme using a consultative manner of engagement. 2. Prepare the end of the Phase 1 of the UNJP on EAG joint programme report. <p>SCOPE OF WORK</p> <p><i>Develop a proposal for the second phase of the UNJP on Empowering Adolescent Girls programme. The second Phase should build on the first Phase and include new elements to respond to the changing context.</i></p> <ol style="list-style-type: none"> 1. Review Phase 1 of the project design and progress and use relevant literature/documents related to key sector policies. 2. Conduct consultative meetings with key stakeholders to define programme focus. 3. Develop a complete draft project document ensuring all parts are in line with formal proposal development guidelines. 4. Hold consultative validation meeting and integrate inputs into draft document. 5. Prepare and submit a formal clean version of the complete document to UNFPA as the AA 6. Prepare draft proposal brief and power point presentation for use in popularizing project. <p><i>Prepare the end of the programme report of Phase 1 of the UNJP on EAG</i></p>

	<ol style="list-style-type: none"> 1. Develop draft report on end of programme (Phase 1) based on review of programme reports and programme evaluation. 2. Hold consultative validation meeting on the draft report. 3. Finalize report ready for submission. 4. Prepare power point presentation of report for use in dissemination. <p>DELIVERABLES: The consultant is expected to deliver the following:</p> <p><i>Develop a proposal for the second phase of the UNJP on EAG</i></p> <ul style="list-style-type: none"> • Proposal for UNJP on EAG Phase 2 to be submitted to Global Affairs Canada. • Power point presentation for popularizing Phase 2 • Programme Brief/summary for Phase 2 <p><i>Prepare the end of the programme report of PHASE 1 UNJP on EAG</i></p> <ul style="list-style-type: none"> • End of programme report for Phase 1 for UNJP on Empowering Adolescent Girls programme • Power point on Phase 1 including main achievements, lessons learned etc..
Duration and working schedule:	<p>This consultancy is in 2 part and conducted as below:</p> <ol style="list-style-type: none"> 1. Proposal development -20 days (17 July to 2nd Sept) 2. End of programme report- 10 days (1 Nov - 4 Dec) <p><i>No expectations of renewal/extensions</i></p>
Place where services are to be delivered:	Office based in Accra, Ghana. The consultant may work from office or both home and office. At specific times the consultant may be required to work from the Country Office.
Delivery dates and how work will be delivered (e.g., electronic, hard copy etc.):	<p>Should be able to meet the deadline within the time frame of the assignment.</p> <ol style="list-style-type: none"> 1. Proposal writing: 1 July – 15 August 2023 is the period within when all deliverables should be made. 2. End of Project Report: 15 Nov – 10 – December 2023 is the period within when all deliverables should be made.
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	Weekly meetings will be scheduled – online/phone to enable monitoring of the progress of the deliverables. An end of contract assessment will be conducted.
Supervisory arrangements:	The consultant will be under the overall supervision of the UNFPA Deputy Representative and directly supervised by the National Programme Specialist – Adolescent and Youth. She/he will work with colleagues at UNFPA and UNICEF as needed.
Expected travel:	Travel may occur when needed to selected programme sites.

<p>Required expertise, qualifications, and competencies, including language requirements:</p>	<p>The consultant should possess the following qualifications and experience:</p> <ul style="list-style-type: none"> ● Highly experienced development professional(s) with a minimum of a Master's degree in Gender and Youth Studies, Development Studies, Public Health, Epidemiology, Sociology or related fields. ● Has at least 10 years' experience working on SRHR, Adolescent and Youth reproductive health and Gender especially including SGBV response and adolescent health service delivery. ● Must Demonstrate experience in end of programme report writing. ● Must demonstrate experience in developing winning proposals with proof. ● Possesses strong qualitative and quantitative data collection and analysis skills. ● Conversant with key policy areas relevant to adolescent reproductive health, child marriage, gender-based violence and SRHR in different contexts ● Excellent communication/presentation and writing skills in English. ● Knowledge of participatory methodologies for stakeholders. ● Good knowledge of the health sector in Ghana ● Familiarity with adolescents and youth and addressing rights and choices. ● Good human relations skills and ability to work with diverse groups of people
<p>Inputs / services to be provided by UNFPA or implementing partner (e.g., support services, office space, equipment), if applicable:</p>	<p>Support services, office space, laptop and travel logistics when needed</p>
<p>Other relevant information or special conditions, if any:</p>	<p>COA: GHA08AYD, ACTIVITY TECGASSIST, UZJ29, PU0074</p>
<p>Signature of Requesting Officer in Hiring Office:</p> <p>Name: Adjoa Yenyi </p> <p>Date: 22/06/2023</p>	
<p>Signature: Approved by the Representative:</p> <p>Name: Dr. Wuyied Ochan </p> <p>Date: 22 June 2023</p>	



Consultancy – Final Evaluation of the United Nations Joint Programme on Empowering Adolescent Girls through Improved Access to Reproductive Health Education and Rights-Based Quality Sexual and Reproductive Health Services in Ghana

1.0. Background

UNFPA and UNICEF are international development agencies working jointly with national and international partners towards the execution of their mandates. UNFPA works towards making a world where every pregnancy is wanted, every birth is safe, and every young person's potential is fulfilled. UNICEF's mandate is to ensure that the world becomes a place where the rights of every child are realised and protected; that their basic needs are met, and that they are provided with opportunities which will enable them to reach their full potential.

In January 2018, the Government of Canada through Global Affairs, Canada, approved a joint proposal between UNFPA and UNICEF on strengthening the sexual and reproductive health and rights of young people through scaling up reproductive health education in Ghana. The Joint programme entitled "Empowering Adolescent Girls through Improved Access to Reproductive Health Education and Rights-Based Quality Sexual and Reproductive Health Services in Ghana" (AGP) targets primary beneficiaries, adolescent girls 10 -19 years in and out of school, married and unmarried. The secondary beneficiaries are girls aged 20-24 years. Special attention was given to vulnerable girls such as Kayayei (migrant girls) and those living with disabilities including those in humanitarian situations (refugee camps). Other beneficiaries included communities, health workers, men and boys and key stakeholders. The Joint programme among others aimed at reaching 500,000 young people 10-24 years with reproductive health information and education; 25,000 adolescents 10-19 years utilising family planning services; 150,000 women 15-49 years with modern contraceptives; 5,000 adolescent girls 10-19 years with mentorship programmes; and 100,000 adolescents 10-19 years with information on sexual and reproductive health through social media platforms.

In the first three years of the Joint Programme, implementation was done in 36 districts in eight (8) regions¹ and employed an integrated approach to sexual and reproductive health programming to create a favourable environment, improve the well-being of and empower adolescent girls in Ghana especially the most disadvantaged and vulnerable.

1.1. Goal

The goal of the Joint Programme is to ensure that adolescent girls in Ghana, including the most vulnerable, are empowered through the provision of and access to, gender-responsive reproductive health education and youth-friendly sexual and reproductive health services, including family planning and contraception.

1.2. Expected Outcomes

The expected outcomes of the Joint programme from 2018 – 2020 were:

- a. Improved access of adolescent girls to youth-friendly and gender-sensitive reproductive health education

¹ Old region classification

- b. Improved access of adolescent girls to quality, youth-friendly and gender-sensitive sexual and reproductive health services.
- c. Increased capacities and favourable environment for adolescent girls to defend and promote their sexual and reproductive rights.

However, a costed extension of the joint programme for 2021 - 2023 was approved with plans to expand the reach of the Joint programme to 20 new districts in three new regions bringing the total to 56 districts in 11 regions of Ghana. For the costed extension, modifications to the outcomes reflected the widened scope of the Joint programme with the addition of one more outcome focusing on addressing issues of sexual and gender-based violence and child protection exacerbated during the COVID-19 pandemic. The updated outcomes for the 2021 – 2023 phase of the Joint programme are:

Intermediate Outcome 1: Adolescent girls, boys, and female/male educators demonstrate an increased and more equal confidence in using or applying gender-responsive Reproductive Health Education (RHE).

Intermediate Outcome 2: Adolescent girls and boys have strengthened access to and make use of more youth-friendly and gender-sensitive sexual and reproductive health services.

Intermediate Outcome 3: Adolescent girls and boys have increased capacities, evidence and favourable environment to promote their sexual and reproductive rights.

Intermediate Outcome 4: Increased usage of services to respond to sexual and gender-based violence and child protection issues within the COVID-19 context.

The joint programme components are based on each agency's mandate and comparative advantage and are built on a wealth of evidence and programmatic experiences that the two agencies have generated working on adolescent girls' empowerment over the years.

The overall purpose of the evaluation is:

- **Accountability:** To provide rigorous evidence on the effectiveness of this AGP programme to stakeholders including the donor (vertical accountability) and the beneficiaries (horizontal accountability) in achieving development results with invested resources.
- **Organizational Learning:** Broadened evidence base to facilitate and support decision-making, not only within UNICEF and UNFPA but also among other in-country stakeholders with a vested interest in adolescent girl programming, including Global Affairs Canada. By identifying which of the Project's envisaged objectives (included in the Results Framework) were not achieved, the evaluation is expected to provide the Programme managers with viable corrective and scalable strategies to overcome such challenges in future.
- **Targeted Learning:** To inform UNFPA and UNICEF Programme Managers for prioritization of future, strategies and activities geared towards the implementation of more child protection, gender-responsive and gender-transformative programming solutions in the future.

The specific objectives of the Final Evaluation are:

- To determine whether the project has been executed as per the activities outlined in the project proposal and its subsequent updates, if any, and whether the planned results have been achieved.
- To provide an independent assessment of the relevance, effectiveness, efficiency, and sustainability of UNICEF and UNFPA support.
- To provide an assessment of the role played by the UNICEF and UNFPA as part of the United Nations Country Team (UNCT), in the coordination mechanisms of the UNCT, to enhance the United Nations' collective contribution to national development results.

- Identify any good practices, lessons learnt regarding what worked and what did not work, and potential areas for improvement for better design and implementation of interventions.
- Make specific recommendations on any follow-up activities as well as the lessons learned that can benefit the future of UNFPA and UNICEF adolescent girl programming in Ghana

Scope of the Evaluation

1.2.1 Geographical

Concerning geographic focus, the evaluation will target a total of 56 districts in 11 regions as primary sites including qualitative and quantitative data from 20 districts in 6 regions where UNFPA and UNICEF have implemented the Joint programme interventions together.

Comparisons: For the purpose of providing recommendations to the sector on efficiency and effectiveness, the selected partner will also review the project documents and results of 1 or 2 relevant projects implemented outside of the target areas of this project. The list and nature of the projects to be studied will be discussed and agreed upon during the inception phase.

1.2.2 Thematic

The evaluation will focus on the thematic areas and interventions of the AGP. In addition, the evaluation will cover cross-cutting issues, such as human rights; gender equality; disability; displacement and migration status, and transversal functions, such as coordination; monitoring and evaluation (M&E); innovation; resource mobilization; strategic partnerships.

1.2.3 Temporal

The evaluation will cover all the interventions planned and/or implemented within the period of January 2019 to June 2023, with the original programme period covering from 2018 to 2020 followed by an extension until June 2023 mainly due to the interruptions caused by the COVID-19 pandemic.

2.0 Methodology

It is expected that the firm will execute a Final Evaluation to provide insights into the implementation and mechanism of impact of the intervention:

- **Theory of Change Conceptual Framework:** It is important to note that the evaluation will update and improve the AGP Theory of Change (ToC) during the evaluation process. This will ensure that the draft and final synthesis report provides a re-assessment of the strengths and weaknesses of the ToC which drives the contribution made by the Programme. The ToC presents the causal conditions that must be in place to achieve the results. It also outlines, with evidence, the causal linkage between conditions and results, and spells out the risks and assumptions that may impede the results chain from occurring. A theory-based approach is fundamental for generating insights about what works, what does not, and why. It focuses on the analysis of causal links between changes at different levels of the results chain that the theory of change describes, by exploring how the assumptions behind these causal links and contextual factors affect the achievement of intended results. The ToC focuses on intended outcomes, results delivered to achieve those outcomes and the contextual factors that may have affected the delivery of those outcomes. Central to this evaluation, the evaluators will thus provide a reconstruction of the ToC using data from the evaluation. In instances where the outcome level is not available, the

Evaluation Team will focus on the extent to which programmes and interventions have contributed to the achievement of results foreseen in the Programme Document. The Theory of Change will play a central role throughout the evaluation process, from the design and data collection to the analysis and identification of findings, as well as the articulation of conclusions and recommendations.

- **Participatory Approach:** In line with the ToR, the evaluation is based on an inclusive, transparent, and participatory approach, involving a broad range of partners and stakeholders at national and sub-national levels: government partners (e.g., the Ministry of Gender, Children and Social Protection, National Council for Curriculum and Assessment, Ghana Health Service, Ghana Education Service, Ghana Police Service, Regional Coordinating Councils, etc.); CSOs (e.g., NORSAAC, RISE Ghana, Planned Parenthood Association of Ghana, Alliance for Reproductive Health and Rights, etc.); faith-based organizations and youth networks; duty bearers including community members, traditional and religious leaders, parents, teachers, health workers; and adolescents and young people. This will preserve the sense of ownership and set the stage to openly address issues and challenges and propose solutions or corrective measures to be addressed in the next phase of the programme. The participation of the different stakeholders will be done at different stages of the evaluation process and will consider their level of interest and involvement in the implementation process. The Evaluation Team will consider the evaluation a participative exercise in which all stakeholders involved in programme identification, formulation and implementation are not only bearers of useful information but also as having specific perspectives, goals, expectations, and features that influence the programme as well as its evaluation. This will require consulting stakeholders in the framework of an iterative process, based on the triangulation of data provided by each stakeholder as well as on the participative validation of evaluation results. Considering the evaluation as a participatory process rather than simply as a study based on the collection and processing of data and information will involve reflective actions by stakeholders and will result in the production of actionable and relevant recommendations by the Evaluation Team.
- **Desk review/secondary data** to identify existing data on the key indicators identified at national and regional levels. A comprehensive review of documents such as project proposal, baseline evaluation, mid-term evaluation, annual progress reports, associated research commissioned under AGP, trip reports and related documents will have to be reviewed (the full extent to be determined in the inception phase). A repository of key documents from UNFPA and UNICEF will be shared.
- Use a **quasi-experimental approach** that will assist in measuring how programme participants' knowledge, attitudes, and practices improved or changed over time when comparing control and intervention districts, communities, and facilities.
- Use both **quantitative and qualitative survey methodologies**, including the triangulation and validation of information from either source.
- **Quantitative data from Management Information Systems (MIS)**, where available, will also be used together with other sources of monitoring and assessment of data to help determine indicator estimates at the end of the programme.
- As part of **qualitative undertakings**, conduct individual semi-structured interviews and focus group discussions as may be ideal to obtain relevant data on the meaning, identities and contexts associated with sexual behaviour among young people in the Joint programme areas.
- Expand and further define the method of study, including research questions, in consultation with UNFPA and UNICEF as part of the inception report. **The research questions are expected to provide answers to indicators in the results framework of the Joint Programme.**
- Develop metadata to clarify all indicator definitions.
- Develop a research protocol and sampling methodology to be reviewed. The design of the sampling methodology must take into cognisance the geographical coverage for the Joint programme

- Develop a core set of tools for the study to be reviewed. These may include survey questionnaires, focus group discussions and in-depth interview field guides that could suit the needs of the evaluation questions and the cultural context.
- Consult various partners working to deliver the Joint programme including Government Ministries and Agencies, Civil Society Organizations (CSOs) and organisations for young people in Ghana.
- Whenever possible, present disaggregated data by district or sub-district levels, sex (male, female) and age (children, adolescents, young people) and disability status.
- Process, analyse and present the data in a user-friendly format. The quantitative data should ideally be analysed using a programme such as SPSS or Stata, with results presented in a way which could be easily comparable to baseline surveys. Qualitative data should be coded on specific themes to enable key trends and themes to be identified. The use of qualitative data analysis software is strongly encouraged.

3.1. General Research questions and areas for consideration may include:

Overall research questions:

1. To what extent has the programme reached adolescent girls (and boys) with reproductive health education and what proportion of the target group is applying it in decision-making regarding their sexual and reproductive health?
2. To what extent has the training of teachers (TOT) influenced decision-making on the roll-out of the updated reproductive health education curriculum in schools?
3. To what extent are health facilities providing quality adolescent-friendly and gender-sensitive sexual and reproductive (SRH) services and what proportion of the target group is receiving these services?
4. Overall, to what extent are adolescent girls including the most vulnerable engaged and exercising agency and voice on sexual and reproductive health and gender issues?
5. To what extent are stakeholders and duty bears providing an enabling environment for adolescent girls to demand and exercise their sexual, and reproductive health and rights?
6. What is the current situation of sexual and gender-based violence (SGBV) prevention and response, and child protection services and what proportion of adolescent girls, women (and boys) had access during COVID-19?

In addition to these overall research questions, specific questions by Joint programme result areas will be developed in consultation with UNFPA/UNICEF and other stakeholders. Some of these questions, though not exhaustive, are presented below:

3.2. Specific Questions:

- How can the strengthened capacity of education and CSO professionals address SRH and gender needs of adolescent girls?
- What is the number of adolescent girls including the most vulnerable that receive youth-friendly and gender-sensitive information, knowledge, and skills to make informed choices on Sexual and Reproductive Health and Rights issues?
- What systems are in place to ensure full integration and scale-up of project activities at the national level?
- How many health professionals have the capacity to include a resource package on adolescent pregnancy to provide quality youth-friendly and gender-sensitive Sexual and Reproductive Health services to adolescent girls?
- What system is in place to ensure a functional procurement, supply, and logistics management system for last-mile distribution of contraceptives, to young people, including numbers reached?
- What SRH, SGBV and child protection services and referral mechanisms are available to adolescent girls at the regional and district level?

- What activities on Sexual and Reproductive Health and Rights, Gender equality, SGBV prevention and response, and Child protection have been undertaken by duty bearers to support adolescent girls make informed choices?
- What evidence/data exists to support advocacy for/with adolescent girls on sexual and reproductive health?
- What structures are in place to ensure that key service delivery indicators generated are fully integrated and tracked in DHIMS to monitor progress and ensure accountability?
- What proportion of adolescent girls have increased confidence to exercise their agency on sexual and reproductive health issues?

3.2.1. Implementation:

- Efficiency
 - How well has the Joint programme used its resources to produce target outputs?
 - How adequate are the quantity and quality of Joint programme inputs relative to the target outputs?
 - To what extent were local expertise (by gender) and indigenous resources used?
 - Were there any tools and mechanisms in place to share experience and lessons of the project among the Implementing Partners (IPs) and wider sector stakeholders?
 - Did the Joint programme bring any innovation in the project implementation approaches, what were the results of such innovation in improving efficiency and effectiveness
 - To what extent did the project utilize the local government's capacity to maximize the project results?
- Effectiveness
 - What is the Joint programme's status concerning target outputs in terms of quantity, quality, and timeliness? What factors impede or facilitate the production of the outputs?
 - In which cases were project targets not met, and what could have been done differently to enable them to have been reached?
 - How useful are the outputs to the needs of the direct beneficiaries? Is there general acceptance of the outputs by these beneficiaries? Is there a significant gender differentiation in the usefulness of the outputs to direct beneficiaries?
 - Do the outputs contribute to the achievement of the immediate objectives of the Joint Programme? What signs indicate this? Are monitoring and evaluation indicators appropriate or is there a need to establish or improve these indicators?
 - What were (if any) the unintended effects (positive and negative) results produced by the project?
 - Was there any coordination mechanism in place or supported by the project for effective implementation of the programme and dissemination of knowledge and experience gained?
 -
- Sustainability:
 - What was the contribution of AGP in system strengthening and capacity building of sector programming linked to adolescent girls?
 - To what extent are the modelled approaches and activities likely to be replicated by the government and other partners?
 - What strategies, guidelines, and knowledge products (if any) were developed and disseminated to ensure the project learnings are widely known and replicated as much as possible?
 - To what extent are there any innovative approaches modelled in this project to strengthen the sustainability of the programme results, including the replication of the successful approaches?

- To what extent is there any evidence that innovations adopted during the project implementation are sustainable with chances of wider replication?
- Implementation and management arrangements of the Joint programme
 - How appropriate are the execution and implementation modalities?
 - How effective is the Joint programme management/coordination structure?
 - How adequate are the monitoring and reporting mechanisms?
 - How adequate is the support provided by the UNFPA and UNICEF country offices to the programme's implementing partners?
 - Do stakeholders, particularly the direct beneficiaries, participate in the management of the Joint Programme? If yes, what is the nature and extent of their participation, by gender?
- Areas for corrective action
 - What are the flaws, if any, in the design, implementation, monitoring and evaluation framework of the Joint programme?
- Areas of potential success
 - Are there indications of potential success?
 - Are there other unintended outcomes that may have occurred as a result of the Joint programme activities?
 - Are there other similar programmes that may be contributing to achieving the goal of the Joint programme?

4. Expected Deliverables

The following deliverables will be expected from the Final Evaluation:

- Design/Inception Report: The design report (a maximum of 30 pages) should translate the requirements of the ToR into a practical and feasible evaluation approach, methodology and work plan. It should include (at a minimum): (i) the evaluation approach and methodology (incl. the theory of change and sampling strategy); (ii) the final stakeholder map; (iii) the evaluation matrix (incl. the final evaluation questions, indicators, data sources and data collection methods); (iv) data collection tools and techniques (incl. interview and group discussion protocols); (v) a detailed evaluation work plan and agenda for the field phase
- Final reviewed and agreed on data collection tools including interview guidelines.
- Data Analysis plan
- Cleaned and quality electronic data sets.
- A report on training activities
- A presentation of preliminary results with tables after data compilation and initial analysis
- Draft report
- An action plan for the implementation of the main recommendations of the evaluation or "**management response**": An action plan will be developed in a participatory manner during the validation workshops.
- A validated final report preferably 40-50 pages (excluding) annexes detailing the findings of the evaluation with incorporated comments from UNFPA and UNICEF. This includes a PowerPoint presentation that summarises the findings. The report will include a visual presentation of information using maps, charts, graphs, and other visuals as appropriate or feasible. The report should follow, but not be limited to the following format:
 - ✓ Executive Summary (usually not more than 3-4 pages)
 - ✓ Programme description
 - ✓ Purpose and objectives
 - ✓ Methodology
 - ✓ Findings
 - ✓ Conclusions
 - ✓ Recommendations

- ✓ Annexes (including the list of stakeholders consulted during the evaluation, key documents and websites consulted, terms of reference for the Final Evaluation, aggregate findings, etc.)

5. Required Qualification and Experience

The selected institution should have a minimum of 10 years of experience in the conduct of baseline surveys, statistical surveys/assessments and programme/project monitoring and evaluation, including gender-focused programming.

We encourage Ghanaian institutions to apply. Joint applications are also invited from a consortium led by an international firm but with a Ghanaian institution as a strong partner.

Strong preference will be given to proposals with **technology-enabled data collection methods** to optimize and speed up data collection.

The institution would be expected, as a minimum, to field the following key personnel*:

a) Team leader

- Minimum of a university degree in public health, gender, sociology, economics, international development, or social work
- An advanced qualification in an area related to statistics, or project management will be an advantage.
- Over 10 years of experience in the development sector, with demonstrated experience in working in programmatic or evaluation components of gender-focused programming.
- Strong track record in relating and networking and analytical skills
- Ability to operate computer Microsoft Office programs (MS Word, Excel, PowerPoint, and Access) is essential.
- Fluency in writing, reading, and speaking English.

b) Statistics and Monitoring and Evaluation Specialists

- Minimum of a university degree in statistics, gender, public health, sociology, economics, international development, or social work.
- And advanced qualification in statistics
- Over 7 years' experience in national-level statistical, socio-economic/public health-related surveys, preferably in the field of gender and health
- Strong track record in relating and networking and analytical skills
- Ability to operate computer Microsoft Office programs (MS Word, Excel, PowerPoint and Access), is essential.
- Fluency in writing, reading, and speaking English.

c) Gender Specialist

- Minimum of a university degree in gender, public health, sociology, economics, international development, or social work.
- Strong understanding and experience in gender-transformative programming, including on sexual and reproductive health issues and/or adolescent girls
- Strong track record in relating and networking and analytical skills

- Ability to operate computer Microsoft Office programs (MS Word, Excel, PowerPoint and Access), is essential
- Fluency in writing, reading and speaking English.

* Knowledge of Reproductive Health Education and/or related areas: Adolescents, HIV, sexual and reproductive health and rights, child protection, gender and human rights, social and behaviour change communication is a strong asset.

6. Supervision

The evaluation team will report to and receive a briefing from UNFPA/UNICEF who will provide day-to-day guidance and support. UNFPA and UNICEF will provide before or during the assignment relevant background documents/literature. An Evaluation Reference Group comprised of UNICEF and UNFPA PME colleagues, colleagues from our Regional Offices, CSO and Government partners will be established at the inception phase and will be provided review opportunities at critical moments in the evaluation

7. Duration of the Study

The evaluation is expected to take place between July – September 2023. This will include desk reviews, data collection, data analysis, validation, and submission of the final report.

7.1. Key Stages of Final Evaluation: Please ensure that a systematic work plan that addresses these steps is included in your submission. This should align with the start and end date mentioned above.

Phases and deliverables
Preparatory Phase: <ul style="list-style-type: none"> • Inception meeting • Gathering of initial documentation regarding the Joint programme • Literature Review
Design Phase <ul style="list-style-type: none"> • Submission of inception report with clear methodology (including sampling frame) and data collection tools
<ul style="list-style-type: none"> • Training and Pre-testing
Field Work Phase <ul style="list-style-type: none"> • Qualitative and Quantitative data collection
<ul style="list-style-type: none"> • Data analysis & reporting
Reporting Phase <ul style="list-style-type: none"> • Submission of 1st draft report • Feedback on the draft report from Stakeholders • Incorporation of comments by the evaluation team into a draft report • Validation meetings with stakeholders and Steering Committee • Finalisation and submission of a final report to UNFPA & UNICEF

8. Quality Assurance

Throughout the process, regular interactions will be made by the Evaluation team (firm) with UNFPA/UNICEF focal points for their feedback on the various stages of the Final Evaluation. The UNFPA/UNICEF M&E officers are primarily responsible for the quality assurance of the deliverables of the evaluation at each phase of the evaluation process. However, the evaluation team leader will also play an important role in undertaking quality assurance. The evaluation team leader must ensure that all members of the evaluation team provide high-quality contributions (both form and substance) and, in particular, the draft and final evaluation reports.

9. Ethical Issues

The evaluation team will be required to adhere strictly to the ethical standards in the "Ethical Code of Conduct for UNEG/UNFPA Evaluation". The evaluation team must foster the inclusion and participation of all stakeholders, particularly adolescent girls, and boys; women and men and the most vulnerable that may be at more risk of having their rights violated.

10. Management Issues

- The Final evaluation shall be conducted under the overall direction and authority of the Representatives of UNFPA and UNICEF.
- The Deputy Representatives of UNFPA and UNICEF will directly supervise the entire process.
- Monitoring of the process will be conducted by the M&E Officers of UNFPA & UNICEF.
- The M&E Officers of UNFPA/UNICEF and programme officers shall assist the firm by providing access to reports and documents, contacts with interested parties etc.
- The Regional M&E Advisers of UNFPA/UNICEF for the West and Central African Regional Office shall provide necessary technical support.
- The Evaluation team shall report directly to the UNFPA and UNICEF Focal Points for the Joint Programme.

11. Cost and Budget

The financial proposal should include the full cost of undertaking the evaluation, including costs for fieldwork. UNICEF and UNFPA will cover costs linked to convening validation workshops, as decided in the work plan.

12. Proprietary rights

All outputs generated from this study including but not limited to the survey's quantitative and qualitative data and all written reports remain the proprietary work product of UNFPA and UNICEF. Any attempt to use this study's data for research leading to the publication of scientific articles and reports must be pre-approved by the contracting agencies.

13. Expression of Interest/Application

Interested firms (local/international) are requested to refer to xxxx for submission of technical and financial proposals. We encourage Ghanaian institutions to apply. Applications are also open for a consortium led by an international firm but with a Ghanaian institution as a strong partner.

A brief technical proposal not exceeding 15 pages on the methodology and approach (including sampling strategy and size) to the assignment including summaries of previous similar assignments.

- Financial proposal/budget in a separate envelope.
- A letter of application addressed to the UNFPA Representative in Ghana
- CVs and scanned copies of the certificates, and all documents related to working experience.
- A list of three references with their complete addresses.
- A copy of a recent evaluation report of which the Team Leader has been a primary author will need to be submitted as part of the application

Incomplete applications and applications that are not like the wanted profile will not be examined.

Only short-listed candidates will be contacted.