



# **Recruitment of two individual consultants for the final evaluation of the project “Improving Sexual and Reproductive Health among Vulnerable Populations in Qinghai and Shanxi Provinces in China”**

## **Terms of Reference (TOR)**

**Location :** China  
**Application Deadline :** 30-April-20222  
**Type of Contract :** Individual Consultant  
**Post Level :** One international consultant, and one national consultant  
**Languages Required :** English

### **1. Introduction**

Evaluation at UNFPA serves three main purposes. 1) demonstrates accountability to stakeholders on performance in achieving development results at country level, and on invested resources; (2) supports evidence-based decision-making 3) contributes important lessons learned to the existing knowledge-base on how to advance SRHR, and on how UNFPA can best support the achievement of SDGs.

UNFPA China office is planning to conduct an independent end-of-project evaluation of the project *Improving Sexual and Reproductive Health among Vulnerable Populations in Qinghai and Shanxi Provinces in China (2019-2022)*. The evaluation will serve the purpose of demonstrating accountability to stakeholders on performance in achieving the project results and on invested resources, supporting evidence-based decision making and contributing important lessons learned on how to further improve SRH programming targeting the vulnerable groups in remote areas. The primary users of the evaluation are UNFPA China Country Office, Chinese government counterparts at national and local levels, current and potential implementing partners in China, and other development partners/donors.

### **2. Background**

Achieving the Agenda 2030 for Sustainable Development and the SDGs will depend on the extent to which sexual and reproductive health and rights of women and young people are protected, and whether women and young people are healthy and have equal rights and access to opportunities for development. Despite the economic growth and social progress achieved during the past decades, China is still the largest developing country and facing inequities among population groups and wide regional disparities.



UNFPA China, together with the National Health Commission (NHC) and China Family Planning Association (CFPA) has been implementing the project to improve sexual and reproductive health (SRH) among vulnerable populations including ethnic minorities since 2019. The overall objective of the project is to contribute to poverty eradication and achieving universal access to sexual and reproductive health rights by all, particularly women and young people of ethnic minorities including Tibetans and vulnerable groups such as the poor, rural residents, and persons with disabilities in selected four counties of Qinghai and Shanxi provinces, including Yushu County, Chengduo County, and Nangqian County of Yushu Tibetan Autonomous Prefecture of Qinghai province; Yonghe county of Linfen Prefecture of Shanxi province. These project sites were selected based on socio-economic and health conditions. For instance, the analysis made during the project design stage revealed that the average years of schooling in Yushu Tibetan Autonomous prefecture was only 4.3 years among the prefecture population aged 6 and above compared to 7.9 years among the provincial population. Qinghai also lags behind the national average in terms of other social and health indicators. Sexual and reproductive health of women in Qinghai remains poor compared to the national average level, e.g. the maternal mortality ratio (MMR) was 31.5 (10.2 in urban and 35.5 in rural) per 100,000 live births in Qinghai in 2016, compared to 19.6/100,000 in China. Yonghe county in Shanxi county is one of the counties with the highest level of poverty in rural areas, where the Government of China prioritizes for investment and targeted poverty eradication measures. The county's population is the majority Han ethnic group. The average per capita annual income of rural population in Yonghe was 3636 yuan which was 66.3% less than provincial average (provincial average was 10,788 yuan of rural population) in 2017. Maternal mortality ratio (MMR) per 100,000 live birth was 23.2 in Linfen city in 2016, which is higher than the provincial average of 13.6/100,000.

Within the overall framework of the UNFPA Country Programmes (2016-2020 & 2021-2025) and the national and local priorities, the project outcome was defined as: “Increased availability and utilization of integrated, rights-based, gender-sensitive reproductive health services among vulnerable populations including ethnic minorities in the selected project counties of Qinghai and Shanxi provinces”.

There are three intended outputs of the project: (a) Strengthened local capacity for implementation and monitoring of policies and programmes to address sexual and reproductive health and rights for women and young people of vulnerable population including ethnic minorities in the selected four project counties; (b) Improved availability of rights-based, gender-sensitive and integrated sexual and reproductive health information and services<sup>1</sup> for women and young people from the vulnerable population including ethnic minority groups in the selected project counties; and (c) Improved skills, knowledge and positive attitudes towards sexual and reproductive health and rights among young people in the selected project counties. To achieve these outputs, the project

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<sup>1</sup> In this project, sexual and reproductive health services include maternal health, family planning, STIs/HIV & cervical cancer prevention, diagnosis and treatment services



intended to increase the availability and utilization of high-quality, client-centered, gender-sensitive RH and FP information and services for women and young people in project areas. Key outcomes indicators of the project include maternal mortality ratio, skilled birth attendance, proportion of women and young people who have their need for family planning and SRH services satisfied, proportion of young people who voluntarily had HIV testing, and cervical cancer rate among women according to national standards, and correct knowledge on use of contraceptive methods among young people aged 15-24.

The project has been implemented by UNFPA China and the China Family Planning Association as the implementing partner (IP), in close consultation with the NHC. UNFPA works with the NHC and CFPA to prepare annual work plans, provides technical and operational support to CFPA, and oversees the overall project implementation, monitoring and reporting. CFPA implements activities in accordance with the approved annual work plans, coordinates with key stakeholders at national, subnational and county level, and monitors implementation at various levels to assure proper use of project resources and achieving expected results.

The COVID 19 pandemic has significantly impacted the implementation of the project during the past 2 years (2022-2021), causing delays and reprogramming, however the project has been implemented successfully with the joint efforts by concerned stakeholders.

### **3. Objectives and Scope of the Evaluation**

#### Objectives

The overall objectives of the evaluation are: 1) to conduct a summative, end-of-project evaluation to assess the results set forth in the results framework of the project and identify the factors that facilitated or hindered achievements; 2) to draw key lessons from the project and provide a set of clear, forward-looking and actionable recommendations for improving SRH programmes targeting the vulnerable populations, including ethnic minorities in China.

#### Geographical scope

The evaluation covers 4 project sites of 2 provinces. The evaluation team will visit 2-4 project sites in adherence to the COVID 19 related travel policy and regulations by the national and local governments.

#### Programmatic and temporal scope

The project addresses availability and utilization of integrated, rights based, culturally sensitive sexual and reproductive health services include maternal health, family planning, STIs/HIV & cervical cancer prevention, diagnosis and treatment services, and adolescent SRH, including Comprehensive Sexuality Education (CSE) at school. The evaluation will cover all interventions of the project implemented during the project period from 2019 to 2022. The target populations



include the vulnerable population, particularly rural poor and ethnic minorities in remote rural areas.

#### **4. Evaluation Criteria and Proposed Questions**

The evaluation is to examine the project's relevance, effectiveness, efficiency, and sustainability. Here are the evaluative criteria and the questions that the evaluation team shall address:

##### **Relevance**

1. To what extent does the project address the mandate and priorities of UNFPA in line with the ICPD Programme of Action and SDGs?
2. To what extent has the project been able to respond to national development priorities, and address SRH needs of vulnerable population groups in China?

##### **Effectiveness**

3. To what extent has the project's planned outputs been achieved and were there any unintended effects?
4. To what extent have interventions contributed to sustainably improved access to and use of quality services in the field of SRH for vulnerable populations including ethnic minorities in the project sites?

##### **Efficiency**

5. To what extent has the project made good use of its human, financial and administrative resources and partnership to pursue the achievement of the outputs defined in the project document?

##### **Sustainability**

6. What is the current level of ownership of the project by the partners and which facilitating and constraining factors affect ownership and future sustainability of results?
7. Do UNFPA's partner institutions at different levels possess strong structures, professional expertise and financial capacity to maintain the benefits from the intervention after the termination of the project?

The proposed evaluation questions will be reviewed and refined by the evaluation team in discussion and agreement with UNFPA and the reference group during the design stage of the evaluation.

#### **5. Methodology**

##### **Methodological Framework**

The evaluation team will use a mixed-method and participatory approach. Both primary and secondary data sources will be used, including (but not limited to) desk review of documents, key



informant interviews, group discussions with key partners and observations using appropriate tools such as interview guiding questions or questionnaires, etc. The evaluation team will propose data collection instruments and approaches based on the stakeholder map and programme intervention list. The evaluation matrix will be developed by the evaluation team at the design phase and guide the data collection, analysis and report writing. The evaluation matrix should specify the following:

- Assumptions for each EQ
- Indicators for each assumption to be tested
- Key information sources, including baseline and endline data, review of documents such as annual progress report, field visits reports, and interviews of main partners, and observations.
- The data collection instruments are expected to be submitted as a part of the evaluation design report by the evaluation team.

The evaluation will be conducted in accordance with UNEG and UNFPA evaluation norms and standards, code of conduct and ethical guidelines for evaluations, as well as UNEG guidance on gender-and human rights-responsive and UNEG and UNFPA guidance on disability inclusive evaluations. *Handbook on How to Design and Conduct a Country Programme Evaluation at UNFPA* (UNFPA Evaluation Handbook) should be consulted for practical guidance, including tools and templates.

#### Involvement of stakeholders

The implementing partner, CFPA, and other key stakeholders such as the NHC and key technical institutions should be involved at all stages of the evaluation. Involvement may include participating in design (questions/objectives, methods, data collection instruments), engaging as key informants, consulting on evaluation recommendations, and other roles as appropriate for the evaluation (such as dissemination of evaluation results). The stakeholders will be well defined and details of planned efforts to engage stakeholders should be provided in the evaluation team's inception report, which is discussed below.

## **6. Management arrangements**

### Evaluation reference group

An evaluation reference group will be set up to provide overall guidance to the evaluation process. The reference group will include representatives from UNFPA, NHC, CFPA, and the key technical institutions.

The main functions of the reference group will be:

- Facilitate access of the evaluation team to information sources (documents and interviewees) to support data collection;
- Provide comments on the main deliverables of the evaluation, in particular the design report, and the draft evaluation report(s).

### UNFPA Task Team



At the UNFPA Country office, a task team will be set up to manage the evaluation process. The task team will be chaired by the Deputy Representative, consisting of Programme Specialist on SRHR, Programme Analyst on Youth, UNV Project Coordinator, M&E focal point, and Programme Associate. The Evaluation Manager will be the SRHR programme specialist. The task team is responsible for: a) coordinating b) securing technical assistance, c) organizing the review meetings and field visits d) coordinating and providing feedback and guidance to consultants.

## **7. Composition of the evaluation team:**

The evaluation team will consist of one international expert as a team leader and one national expert as a team member as follows:

- The team leader will have overall responsibility for the production of the draft and final design and evaluation reports. He/she will lead and coordinate the work of the evaluation team and will also be responsible for the quality assurance of all deliverables. At the design phase, the team leader will be responsible for developing a design report and for finalizing it with inputs from the ERG. At the synthesis phase, he/she will be responsible for putting together the first comprehensive and cohesive draft evaluation of the report following UNFPA guidelines and based on inputs from the team member. He/she will also be responsible for adequately incorporating evaluation reference group's comments and finalizing the report. Given the travel and logistic obstacles of COVID-19, the team leader may work remotely without physical participation in the visit to project sites.
- The team member will closely work with UNFPA, CFPA and the reference group, and key stakeholders. He/she will work with the team leader on the design report and will do the data collection and analysis work during the design and field phases. He/she will contribute key parts of the inception report and of the draft and final reports. He/she will be responsible to translate the final evaluation report from English into Chinese.

The qualifications of the evaluation team:

### Team leader

- Preferably a Doctoral Degree in Social Science, Public Health, Demography, and Monitoring.
- At least ten years of professional experience in conducting evaluations in the field of reproductive health, and youth development including ASRH.
- Experience in leading evaluations in the field of development for UN organizations or other international organizations.
- Strong analytical skills and expertise formulating development programmes in upper-middle income countries, Preferably China.
- Excellent leadership, coaching skills, communication ability and excellent report writing skills in English.
- Ability to work in the required time zone Beijing Time (GMT+8)

### Team member



- Advanced degree in social sciences with specialization in SRH, public health, monitoring and evaluation;
- At least 5 years of experience in conducting evaluations/research for UN agencies or other international organizations in the area of public health and social development;
- Experience in and substantive knowledge of reproductive health issues;
- Experience in/knowledge of China and familiarity with China’s development and governance context and UNFPA programme in China;
- Excellent report writing skills in English and communication ability;
- Ability to work in a team.

No member of the evaluation team shall have had any prior involvement with the design, implementation, supervision, or financing of the programme.

## 8. Timeline

The evaluation is expected to be conducted according to the following time frame:

Key Activities/Deliverables	Due date/Time period	Estimated number of working days
<b>1. Preparatory Phase (April 15 to May 15, 2022)</b>		
Select and recruit the evaluation team	By April 30, 2022	
Sign contracts	By May 15, 2022	
Establish the evaluation reference group	By May 15, 2022	
<b>2. Design Phase (May 16 to 31, 2022)</b>		8 days for two consultants
Design and submit the draft design report to the UNFPA by the evaluation team	May 25, 2022	
Review and comment on the draft design report for quality assurance by the evaluation reference group and APRO M&E adviser	May 31, 2022	
Finalize the design report by the evaluation team	May 31, 2022	
<b>3. Field Phase (June 1 to 30, 2022)</b>		10 days for two consultants
Conduct interview and field mission for data collection and analysis	Completed by June 20, 2022	
Conduct a debriefing meeting to present the preliminary findings, tentative conclusions and recommendations by the evaluation team	June 30, 2022	
<b>4. Reporting Phase (July-August 2022)</b>		23 days for two consultants



Prepare and submit the first draft of the report by the evaluation team	July 20, 2022	
Review and comment on the draft report and by the reference group and APRO M&E Adviser	August 15, 2022	
Incorporate the consolidated comments from the reference group into the final report by the evaluation team	August 16-24, 2022	
Submit the final evaluation report by the evaluation team	August 25, 2022	
Review and approve the final report by the CO	August 31, 2022	
<b>5. Dissemination and follow-up Phase (September 2022)</b>		4 days for two consultants
To prepare and present the key findings of the report at the project wrap-up meeting	1 <sup>st</sup> week of September, 2022	

A total of 45 working days are estimated to complete the task for the evaluation team with two consultants. The number of working days for the team leader and team member will be further divided and decided based on the roles and responsibilities of each member, and specified in the contracts.

## 9. Deliverables

The expected outputs/deliverables of the evaluation include:

- A design report using the template of Annex 1 including (as a minimum): a) a stakeholder map; b) the evaluation matrix (including the final list of evaluation questions and indicators); c) the overall evaluation design and methodology with a detailed description of the data collection plan for the field phase;
- A debriefing presentation document synthesizing the main preliminary findings, conclusions and recommendations of the evaluation, to be presented and discussed with the UNFPA during the debriefing meeting foreseen at the end of the field phase;
- A draft report using the template of Annex 2 (potentially followed by a second draft, taking into account potential comments from the evaluation reference group);
- A final evaluation report. The report must contain a self-contained executive summary that provides a clear, concise presentation of the evaluation’s main conclusions and key recommendations and reviews salient issues identified in the evaluation.
- A PowerPoint presentation of the results of the evaluation for the dissemination events.

All deliverables will be in English, and the Chinese version of the final evaluation report is required.

## 10. Contract and payment schedule





Two individual consultant (IC) contracts will be signed with two consultants with lump sum packages including consultant fee, fee to cover domestic travel and accommodation costs of the field visit.

The evaluation team will be remunerated according to the following schedule: (a) 30 percent of payment upon completion of a satisfactory design report; (b) 30 percent upon successful completion of field work and interviews; and, (c) 40 percent upon submission of a satisfactory final report.

## **11. Logistics**

UNFPA and CFPA will assist in making appointments for interviews and arranging for travel to project sites and accompany the consults during the field visits when necessary. UNFPA and CFPA will also support remote interviews in case on-site interviews are difficult to arrange due to travel restrictions under the COVID-19 pandemic and other unforeseen situation. The consultants are expected to bring their own laptops.

## **11. How to apply**

An evaluation team with two consultants will be recruited for this assignment, one international and one national. Individual consultant can submit his/her own application either as team leader or team member of the evaluation team. It is also welcomed that a team with two consultants (one internal and one national) submit the application for this assignment.

Potential candidates should submit the following documents.

- Cover letter expressing his/her interest including relevant experience and expertise, proposed daily consultancy daily rate and competencies required for this assignment.
- A Curriculum Vitae, that includes contact information of 3 references.
- Copy of two recent evaluation reports as examples.

**The application should be sent to [tongxin@unfpa.org](mailto:tongxin@unfpa.org) no later than 30 April 2022. Only shortlisted applications will be contacted for further discussions.**

### **Annexes:**

Annex 1 - Outline of the Design Report

Annex 2 - Outline of the Evaluation Report

Annex 3 - List of key documents to be consulted at the design phase



## Annex 1

### Outlines of the Design Report

#### Table of contents

Section	Title	Suggested length
Chapter 1: Introduction		
1.1	Purpose and objectives of the project evaluation	1-2 pages max.
1.2	Scope of the evaluation	
1.3	Purpose of the inception report	
Chapter 2: Project Context		
2.1	Development challenges and national strategies	2-3 pages max.
2.2	Project context	
Chapter 4: Evaluation Methodology and approach		
4.1	Evaluation criteria and questions	5-8 pages max.
4.2	Methods of data collection and analysis	
4.3	Selection of the sample of stakeholders	
4.4	Limitations and risks	
Chapter 5: Evaluation process		
5.1	Process overview	3-5 pages max.
5.2	Team composition and distribution of tasks	
5.3	Resource requirements and logistic support	
5.4	Work plan with timeline	
Total		20-30 pages max.

#### Annexes:

Annex 1 Terms of Reference

Annex 2 Evaluation matrix

Annex 3 Interview guides

Annex 5 Stakeholders map

Annex 6 Evaluation agenda

Annex 7 Documents consulted

Abbreviations and Acronyms

List of tables

List of figures

The key facts tables



## **Annex 2 - Outline of the evaluation report**

UNFPA evaluation reports should include all the following elements:

### ***Title page***

Should contain name of project being evaluated; name of the organization to which the report is submitted; names and affiliations of the evaluators; and date.

### ***Table of Contents***

### ***Acknowledgements***

Identify those who contributed to the evaluation.

### ***List of acronyms***

### ***Executive summary***

A self-contained paper of 1-3 pages, summarizing essential information on the subject being evaluated, the purpose and objectives of the evaluation, methods applied and major limitations, the most important findings, conclusions and recommendations in priority order.

### ***Introduction***

Describe the project being evaluated, including the problems being addressed by the interventions. Summarize the evaluation purpose, objectives, and key questions. Explain the rationale for selection/non selection of evaluation criteria. Describe the methodology employed to conduct the evaluation. Detail who was involved in conducting the evaluation and what were their roles. Describe the structure of the evaluation report.

### ***Findings and conclusions***

State findings based on the evidence derived from the information collected. To the extent possible measure achievement of results in quantitative and qualitative terms, and analyze the linkages between inputs, activities, outputs, outcomes and, if possible, impact. Discuss the relative contributions of stakeholders to achievement of results. Conclusions should be substantiated by the findings and be consistent with the data collected, and must relate to the evaluation objectives and provide answers to the evaluation questions.

### ***Lessons learned***

Based on the evaluation findings and drawing from the evaluator(s)' overall experience in other contexts if possible provide lessons learned that may be applicable in other situations as well. Include both positive and negative lessons.

### ***Recommendations***

Formulate relevant, specific and realistic recommendations that are based on the evidence gathered, conclusions made and lessons learned. List proposals for action to be taken (short and long-term) by the person(s), unit or organization responsible for follow-up in priority order, including suggested time lines and cost estimates (where relevant) for implementation.

### ***Annexes***

Attach Terms of Reference for the evaluation; list persons interviewed, sites visited; list documents reviewed (reports, publications); data collection instruments (e.g., copies of questionnaires, surveys, etc.); web links.



### **Annex 3 - List of key documents to be consulted at the design phase.**

- The project document,
- County Programme Document for CP8
- County Programme Document for CP9
- Healthy China 2030
- China National Program for Women's Development (2021-2030)
- Baseline Survey Report
- Rapid Facility Assessment Report.