

EVALUATION OF UNICEF WORK IN STRENGTHENING CIVIL REGISTRATION AND VITAL STATISTICS SYSTEMS

Terms of Reference

1. INTRODUCTION

UNICEF'S Evaluation Office is commissioning an evaluation firm or institution to examine UNICEF's contribution to strengthening civil registration and vital statistics (CRVS) systems. Per UNICEF's Plan for global evaluations, 2018-2021¹, the evaluation is scheduled for implementation during 2020 and presentation to the Executive Board in 2021. The evaluation has been scoped in a manner to allow a focused and timely evaluation product. This document outlines the scope of the evaluation, methodological framework and operational modalities for a team of consultants who will conduct the evaluation. The team works under the oversight of the independent Evaluation Office and receives advice from an Evaluation Advisory Group. UNICEF is looking for a vendor with strong track-record in conducting complex global thematic evaluations and able to put together a team of individuals for a quick start to the evaluation in early 2020. Skills and experience sought include: deep commitment and strong background in multi-country evaluation, rights-based approaches, extensive knowledge and experience in interventions to strengthen Civil Registration and Vital Statistics (CRVS) national systems as well as in current issues and dialogue at global level around legal identity, protection and data privacy, inclusion in digital platform and others.

2. BACKGROUND AND RATIONALE

As set forth in the Convention on the Rights of the Child (CRC), each child has a right to a name and nationality (Article 7) and to preservation of identity (Article 8). CRVS systems, notably birth registration, are important means of assuring these rights. Beyond an official record of a child's birth by the government, birth registration establishes the existence of a child under the law and provides the foundation for safeguarding many of a child's civil, political, economic, social and cultural rights. For example, other articles of the CRC that may require birth registration for their fulfilment include: Article 9: Separation from parents, Article 10: Entering or leaving countries for family preservation, Article 24: Right to health and health services, Article 28: Right to education, and Article 32: Child labour, among others. In this manner, birth registration can be considered as having a multiplier effect on the achievement of a range of child rights.

The 2030 Agenda for Sustainable Development reiterates the importance of CRVS systems through its commitment to ending violence, promoting the rule of law, strengthening institutions and increasing access to

Civil Registration and Vital Statistics (CRVS) is the continuous, permanent, compulsory, and universal recording of the occurrence and characteristics of vital events of the population by the law. The UN recognizes ten types of vital events: Live Births, Deaths, Fetal Deaths, Marriages, Divorces, Annulment of Marriages, Judicial Separation of Marriages, Adoptions, Legitimations, and Recognitions.

Source: United Nations (1973). Principles and Recommendations for a Vital Statistics System. Statistical Papers, Series M, No. 19, Rev. 1, New York.
<https://unstats.un.org/unsd/Demographic/tandmeth/principles/M19Rev3en.pdf>, para 279-299.

¹ [https://www.unicef.org/evaluation/files/2018-3-Plan_for_global_evaluations-EN-ODS_version\(1\).pdf](https://www.unicef.org/evaluation/files/2018-3-Plan_for_global_evaluations-EN-ODS_version(1).pdf)

justice. Within Sustainable Development Goal 16 is a focus on birth registration and its role in ensuring individual rights and access to justice and social services. Two main goal areas are directly related to CRVS2:

- SDG 16.9 – By 2030, provide legal identity for all, including birth registration
- SDG 17.19 – By 2030, build on existing initiatives to develop measurements of progress on sustainable development that complement the gross domestic product and support statistical capacity-building in developing countries.

UNICEF is the global custodian for SDG indicator 16.9.¹³ and has monitored birth registration for many years. Most recent data⁴ indicate that worldwide an estimated 73% of births are registered. In the 43 least developed countries, that estimate is 40.5%.

Registering a birth or other vital events depends on each country's laws, infrastructure, resources, political will, and institutional capacity. Evidence shows that there are large disparities within countries based on wealth and residence, for example for birth registration⁵. Without advances in these areas, millions continue to be deprived of their security, rights and opportunities. Results in these areas underpin the delivery of public services and broader economic development. Indeed, well-performing CRVS systems are found to be consistently associated with improved health⁶ when controlled for other factors. Available research has shown associations between birth registration and early childhood growth and development⁷, access to health care⁸, and the role played by registration in poverty reduction by enabling access to cash transfers and social welfare⁹.

Legal identity is defined as the basic characteristics of an individual's identity, e.g.: name, sex, place, and date of birth conferred through registration and the issuance of a certificate by an authorized civil registration authority following the occurrence of birth. Birth certificates are proof of registration and the first form of legal identity and are often required to access health care or education.

The space around civil registration is rapidly evolving with legal identity interests considered within civil registration. Although civil registration systems have been around much longer than national ID, and digital IDs, there is movement to merge these in the medium-term with emphasis on integration and interoperability of all systems. Recognizing the need to link

² <https://unstats.un.org/sdgs/metadata/>

³ Indicator 16.9.1: Proportion of children under 5 years of age whose births have been registered with a civil authority, by age

⁴ United Nations. 2018. High-level Political forum on sustainable development. Progress towards the Sustainable Development Goals Report of the Secretary-General. Supplementary Information. [E/2018/64*] Statistical Annex revised 20 June 2018.

⁵ Bhatia et al. International Journal for Equity in Health (2017) Who and where are the uncounted children? Inequalities in birth certificate coverage among children under five years in 94 countries using nationally representative household surveys 16:148. DOI 10.1186/s12939-017-0635-6.

⁶ Philips DE. 2015. Are well functioning civil registration and vital statistics systems associated with better health outcomes? Lancet 2015; 386: 1386–94. Published Online May 11. [http://dx.doi.org/10.1016/S0140-6736\(15\)60172-6](http://dx.doi.org/10.1016/S0140-6736(15)60172-6)

⁷ Jeong et al. 2018. Associations between birth registration and early child growth and development: evidence from 31 low- and middle-income countries. BMC Public Health (2018) 18:673 <https://doi.org/10.1186/s12889-018-559>

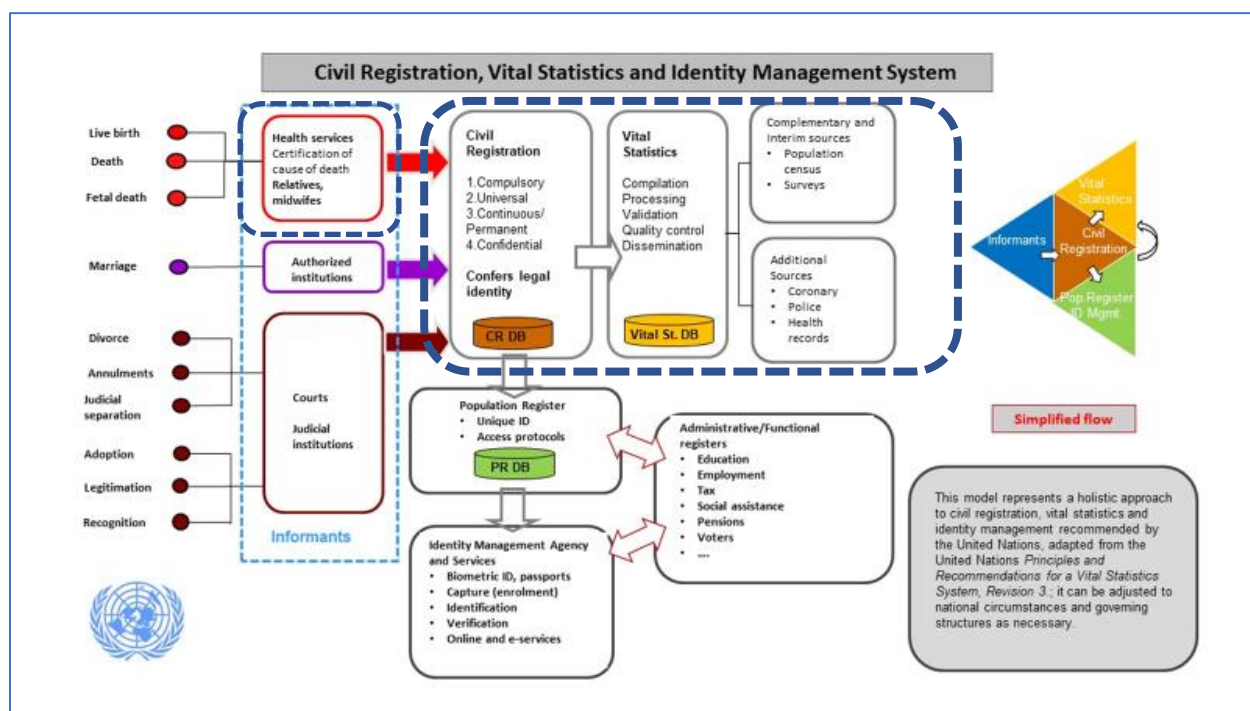
⁸ Fagernäs S, Odame J. Birth registration and access to health care: an assessment of Ghana's campaign success. Bull World Health Organ. 2013; 91. 459–64.

⁹ Harbitz M, Boekle-Giuffrida B. Democratic Governance, Citizenship, and Legal Identity: Linking Theoretical Discussion and Operational Reality. Washington, DC: Inter American Development Bank; 2009.

the civil registration and national ID at both a technical and an institutional level has led several countries to consider integration and interoperability of the CRVS and ID systems.¹⁰

Increased recognition of the complexities emerging around legal identify led to the creation of the United Nations Legal Identity Agenda 2020-2030 (UNLIA). The initiative was launched to support member states in building holistic, country-owned, sustainable civil registration, vital statistics and identity management systems. UNICEF headquarters plays a substantial leadership role in the UN Legal Identity Expert Group and Country Offices have already started working in the cross-sectoral space of CRVS and legal IDs in the programmatic areas.

The diagram below shows relationships between elements of the CRVS systems and their interaction with identify management. The dark blue boxes highlight those areas where UNICEF is most greatly invested. These are the areas where the summative aspects of this evaluation will be focused. The formative part, in contrast, will look at broader issues related to the evolution, players and conceptualization of CRVS, in order to help UNICEF identify its niche going forward.



The evaluation is timely in several ways. The focus of the current evaluation on systems strengthening is consistent with recently completed UNICEF evaluations on health systems strengthening and child protection systems strengthening. Taken together with those prior evaluations, a more complete evidence base is created and can inform decision-making. The evaluation also comes at a time when more emphasis is being given to integrating UNICEF's programmatic work across sectors (i.e. break down silos). Efforts to strengthen CRVS systems have long crossed thematic areas, (e.g. child protection and prevention of/response to violence against children, health systems strengthening) and included a strong data and analytics component. This following section provides a brief summary of priorities and evolving context within several of these themes.

¹⁰ Data protection is key in the context of integrated and interoperable CRVS & ID systems. See e.g. <https://openknowledge.worldbank.org/bitstream/handle/10986/32629/Digital-ID-and-the-Data-Protection-Challenge-Practitioners-Note.pdf?sequence=1&isAllowed=y>

3. ORGANIZATIONAL CONTEXT

As noted above, the right of every child to birth registration and a name and nationality is enshrined in international human rights law through the Convention on the Rights of the Child (CRC) and other treaties. Birth registration is a crucial aspect of the civil registration system as it acknowledges the person's existence before the law, establishes family ties, and tracks the major events of an individual's life.

Birth registration (BR) has been a consistent focus of UNICEF efforts over a period of 20 years. Since at least 1998, UNICEF has highlighted birth registration as the 'first right' on which access to other rights was dependent. Supporting and birth registration has been a key result for UNICEF over, at least, three strategy cycles (MTSP 2006-2013, SP 2014-17, SP 2018-2021). This focus area is part of UNICEF work to strengthen CRVS systems more broadly.

In 2018, there were 79 UNICEF country offices with active CRVS programmes and global programme expenditure (for birth registration only) amounted to USD 39,517,031. However, this area of work has never been comprehensively evaluated. For these and other reasons, an evaluation of these efforts is a priority corporate undertaking and thus, included in UNICEF's Plan for Global Evaluations, 2018-2021. This evaluation is expected to be submitted to the UNICEF Executive Board in 2021.

The following section highlights several areas of UNICEF's engagement in CRVS. Priority activities in these areas are wide-ranging and can include support to governments in the application of technology (e.g.: the use of mobile phones for the notification of vital events), the development of legal frameworks, capacity-building of the corps of civil registrars locally, and the use of UNICEF's convening strength.

Child Protection

UNICEF uses the term 'child protection' to refer to the prevention of and response to violence, exploitation, abuse and neglect of children in all contexts. Registering a child's birth is seen as the first step towards safeguarding lifelong protection, and it has been a key component of UNICEF child protection programming since the late 1990s. Since then, the focus has broadened to contextualize BR within other forms of civil registration (in the 2000s) and within legal identity management (since 2014). In terms of monitoring data, Child Protection is the custodian of UNICEF's CRVS-related indicators, targets and measurements. These are mapped under Goal Area 3 "Access to Justice" (see Appendix 2 for additional details).

UNICEF's Child Protection Strategy (2008: 7) describes the role of the organization in the realm of birth registration as "Work with partners, including international financial institutions (IFIs), governments and non-governmental organizations (NGOs) to strengthen support for birth registration, placing special emphasis on vulnerable and excluded groups". This is presented as one of six strategic actions for supporting national child protection systems.

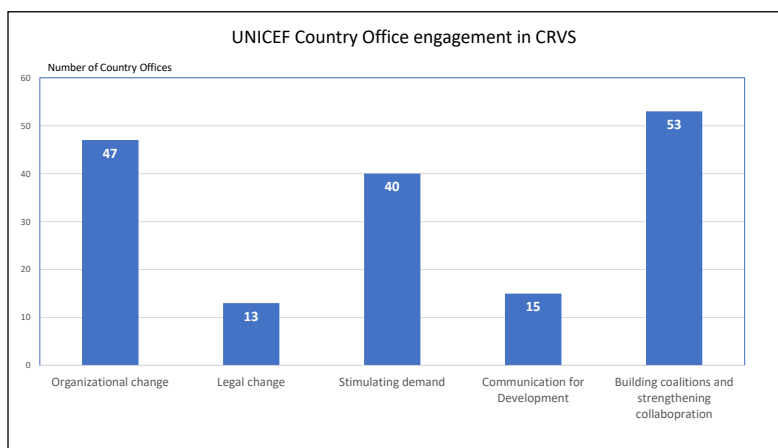
In 2013, UNICEF issued "Passport to Protection" – its first detailed programme guidance for birth registration, focusing on five core areas:

- 1. Organizational Change** – Improving institutional arrangements, and capacity, fostering the use of ICT for modern solutions, integration and interoperability, and ensuring sufficient budgeting.

2. **Legal Change** – Creating culturally, socially, and religiously sensitive and inclusive legal frameworks, addressing data protection, privacy, and security issues for user data.
3. **Stimulating Demand** – Making procedures easy, affordable, accessible, and inclusive for all.
4. **Communication for Development** – Facilitating an enabling environment, developing strategies and techniques for demand creating and fostering a positive attitude, and behaviours.
5. **Building Coalitions and Strengthening Collaborations** – Including public and private, national level, and international level partnerships to improve CRVS.

These programme strategies remain valid today albeit with expected evolution over the period.

Based on an analysis of Country Office Annual Reports (2018), Interventions most frequently reported across countries are: organizational change at the national level (47 COs) and building coalitions and strengthening collaborations (53 COs). See figure at right. To this end, 37 of the 79 country offices had entered into partnerships with the public health sector. At country level, UNICEF Child Protection staff typically collaborate with



Communication for Development (C4D), Social Policy and Health staff around BR and CRVS systems strengthening.

Health

Within the UNICEF Health programme, support for CRVS occurs at global, regional and country levels. UNICEF's Strategy for Health (2016-2020) identified several opportunities for improving civil registration and vital statistics, specifically birth registration to inform improved access to vaccines and life-saving commodities. The Strategy focuses on the use of disaggregated data to identify marginalized groups and adjust programmes to their needs, which relies on robust CRVS systems. Finally, the health strategy recommends cross-sectoral linkages for better health outcomes, particularly close collaboration with Child Protection for improving birth registration. UNICEF's health leadership also works closely with IDRC's Centre of Excellence for CRVS systems since its inception in 2018 in creating knowledge products, guidelines, data research, and advanced policy analysis.¹¹

At the global level, UNICEF's participates in global data collaboratives to help define metrics and indicators to monitor maternal, newborn, child and adolescent health. For example, in support of stronger linkages between administrative data systems, in February 2018, 'The Future for Women and Children: UNICEF and WHO Joint Statement on Strengthening Civil Registration and Vital Statistics (CRVS)' was released at the CRVS Innovations Conference. A joint UNICEF and WHO guidance document has followed targeted to national level health policy makers and programme managers. This guidance identifies opportunities and provide tools for routine health

¹¹ IDRC. Moving the CRVS-Gender Agenda forward. 2018. Making the invisible visible: CRVS as a basis to meeting the 2030 Gender Agenda. https://crvssystemsc.ca/sites/default/files/inline-files/IDRC_CRVS_Gender_Report_Final_EN_1.pdf

service provision to improve the coverage and quality of birth and death registration and thereby strength CRVS systems.

Recent efforts in the health sector have focused on issues of interoperability - that is the creation or strengthening of systems such that they interface and work with other products or systems without restrictions. The health system can significantly facilitate registration because many births and deaths occur in health care settings – health facilities and community-based services. Health workers are in a unique position with respect to recording key information on births and deaths and informing the civil registration system of their occurrence. There are several benefits which derive from integrating health and CRVS systems and making them interoperable. For example, CRVS data, when analyzed and linked to Health Management Information Systems, provides essential statistical information and insights to create well-informed policies and programmes. Over the past decades, the health sector has developed a widespread network of community health interventions, aiming to reach the most marginalized populations, these networks offer potential to extend service for notification and registration of births and deaths.^{12 13}

Important experience in interoperability was gained through a project on Birth Registration for Maternal and Neonatal Child Health conducted between 2014-2018. This project received technical and programmatic support from health and child protection experts at UNICEF headquarters, regional, and country offices. Implemented in four sub-Saharan countries, the project sought to (1) increase registration of births of children; (2) improve the use of health information for maternal newborn and child health for operational planning, with emphasis on community-based information; and (3) strengthen interoperability between the CRVS and health systems.¹⁴ This project led to improved outcomes and changes in children protection systems mainly through establishment of legal frameworks and policies and creation of structures for child registration.

Data & Analytics and Social Policy

UNICEF's work includes the promotion, collection and use of statistically sound, high-quality, internationally-comparable data on indicators for child and women's situation. UNICEF has maintained global databases on child rights indicators for decades and serves as the custodian agency for these indicators. UNICEF is the custodian agency that monitors, and reports on the following indicators: (1) birth registration, (2) child labour, (3) child marriage, (4) female genital mutilation, and (5) violence against children. The main sources of UNICEF data include nationally representative household surveys, such as Multiple Indicator Cluster Survey (MICS)¹⁵ and Demographic, and Health Surveys (DHS), in addition to other national surveys, censuses, and vital registration systems.¹⁶ In 2006, UNICEF published the global estimates on birth registration for the first time in *The State of the World's Children*, calling attention to birth registration in a global context.

¹² Silva R, Amouzou A, Munos M, Marsh A, Hazel E, Victora C, et al. (2016) Can Community Health Workers Report Accurately on Births and Deaths? Results of Field Assessments in Ethiopia, Malawi and Mali. PLoS ONE 11(1): e0144662. doi:10.1371/journal.pone.0144662.

¹³ Erin K. Nichols a,b, Nina W. Ragunanthan, Braveen Ragunanthan, Hermon Gebrehiwete and Karim Kamaraf. A systematic review of vital events tracking by community health agents. Global Health Action. 2019, VOL. 12, 1597452. <https://doi.org/10.1080/16549716.2019.1597452>.

¹⁴ UNICEF. Birth registration for maternal newborn and child health. End of project report. 2014-2018.

¹⁵ MICS survey was launched in 1995, and has completed five rounds of data collection (1995, 2000, 2005-2006 and 2009-2011, and 2015) in more than 100 countries.

¹⁶ <https://data.unicef.org/topic/child-protection/overview/>

UNICEF supports national statistical agencies to improve capacity to design and conduct large-scale social development surveys. In the absence of reliable administrative data, household surveys have become a key source of data to monitor levels and trends in birth registration.¹⁷ Since 1999, the MICS survey has collected data on birth registration in almost 130 surveys. Survey implementation is supported through a series of technical workshops where the majority of participants are from national statistics agencies.

UNICEF also contributes to methodological advances regarding birth registration data as well as further analysis and advice on examining trends. Recently, the Data and Analytics Section completed a review of administrative data sources on CRVS for birth and marriage registration from 15 countries.¹⁸ The report shared key findings on legal frameworks, the state of free universal registration, quality assurance, providing access to vulnerable population, coordination, accessibility, digitization and data storage. Key recommendations to achieving universal coverage include increased regional cooperation, providing adequate resources, raising awareness, and removing administrative barriers to CRVS.

Looking ahead, UNICEF will continue to develop indicators and measurement tools on a wide range of issues about children and women that are critical to UNICEF's work on policy advocacy and programming, using data from MICS, population census and other sample surveys, administrative data, geospatial information and other data sources. Examples include new ways of collecting data on children living on the street, and new ways of estimating stillbirths. Guidance will follow these and other developments.

Finally, UNICEF's Social Policy teams interface with Child Protection, Health and others around work on the incentives for birth registration/CRVS: Almost all national cash transfer programmes from child grants to pensions require some form of foundational ID (either a birth certificate or a legal ID) to prove 'you are who you are,' for verification, de-duplication, and enrollment into the programme before the individuals can receive the benefits and services.¹⁹ Linking birth registration

Children on the move: refugees, IDPs, statelessness, and migration

There are 64 million forcibly displaced people in the world, and half of them are children. Many lack formal documents, proof of identity, citizenship, or nationality. Children of refugees, IDPs and stateless persons are likely to be left out of CRVS systems due to reasons that range from discriminatory policies to lack of accessibility to registration services, making it exceptionally difficult or even impossible to take the first step towards accessing fundamental rights and protection.

UNICEF has been providing technical support and advocating with governments to include all children, irrespective of location, migration and citizenship status, in service provision. UNICEF currently works with UNHCR, IOM, and ILO to support the protection of children on the move including through birth registration and facilitating access to identity documents, to end childhood statelessness and to help victims of trafficking.

¹⁷ The standard indicator used in DHS and MICS to report on birth registration refers to the percentage of children under age five (0 to 59 months) with a birth certificate or whose birth was reported as registered with civil authorities at the time of the survey. Data derived from vital registration systems normally refer to the proportion of live births that were registered within a year or the legal time frame for registration applicable in the country.

¹⁸ UNICEF. 2019. Review of Administrative Data Sources on Civil Registration and Vital Statistics for Birth and Marriages. Data and Analytics Section. Public disclosure authorization pending.

¹⁹ World Bank. 2017. *The state of identification systems in Africa : country briefs (English)*. Washington, D.C.: World Bank Group. <http://documents.worldbank.org/curated/en/298651503551191964/The-state-of-identification-systems-in-Africa-country-briefs>

with social transfer programmes, especially cash transfers, has been shown to result in increased birth registration rates.²⁰

4. EVALUATION PURPOSE AND OBJECTIVES

The evaluation serves multiple purposes. The first purpose is to generate learning to inform the design and implementation of future UNICEF initiatives to strengthen civil registration and vital statistics systems. Second, the evaluation serves an accountability purpose by examining performance and results primarily for birth registration but inclusive of related CRVS initiatives.

The four objectives of the evaluation are the following:

- 1) Determine the relevance, coherence and innovation of UNICEF programming on CRVS systems strengthening from 2014 to the present (2020).
- 2) Examine the effectiveness and contribution of UNICEF programming to birth registration in selected regions and countries.
- 3) Analyze UNICEF and its mandate for the rights of children within the context of the wider and evolving landscape regarding issues of legal identify management, privacy, inclusion, etc...
- 4) Provide well-evidenced findings and recommendations regarding UNICEF's role in strengthening systems capacities for CRVS systems and on how UNICEF is best positioned to work in a fast changing landscape.

The findings and recommendations generated by the evaluation will be used to influence strategic direction, to inform theory and practice of programming, to improve measurement of progress, and to build partnerships. The primary audience for this evaluation is UNICEF decision-makers, UN sister agencies and national and subnational authorities working to strengthen CRVS systems. A secondary audience are civil society organizations supporting this work, academia and the wider public.

5. EVALUATION SCOPE

Though both civil registration and vital statistics will be addressed in the evaluation, a main focus is on birth registration. The evaluation will cover aspects of UNICEF programming and data initiatives on CRVS across divisions (e.g. Programme Division; Division of Data, Analytics, Planning and Monitoring; Office of Emergency Programmes) and levels (headquarters, regional offices, country offices). The years 2014-2020 will be included in the evaluation as well as earlier work for background and contextualization as needed. As with all UNICEF corporate-level evaluations, the geographic scope is global and all regions should be represented in the sample countries from which data is collected. However, specific attention will be given to selected regions and countries to draw lessons learned and good practices for future replication and upscale. Both development programming and emergency responses will be included as well as efforts to link or integrate the two.

²⁰ UNICEF, Incentives for Birth Registration.

The evaluation is concerned foremost with how UNICEF has utilized its resources to help strengthen national systems of CRVS. However, in examining UNICEF's work, it will be necessary to provide adequate descriptive detail on the resources and roles of other key partners.

Vital statistics are a secondary focus of this evaluation. The following vital events are not a focus for the evaluation: marriage, divorces, annulment of marriages, judicial separation of marriages, adoptions, legitimations, and recognitions.

6. EVALUATION CRITERIA AND QUESTIONS

The evaluation is guided by issues of strategic importance to UNICEF including its positioning within the larger set of actors. At the same time, OEDC/DAC evaluation criteria are applicable and integrated into lines of inquiry as highlighted below.

1. Relevance:

UNICEF demonstrates a responsiveness to the needs of rights-holders and duty-bearers, understands context and adapts as needed to changing contexts and conditions.

2. Effectiveness:

UNICEF makes unique, identifiable contributions to stronger CRVS systems, in particular, birth registration, and does so in a manner focused on vulnerable and excluded groups.

3. Coherence:

UNICEF engages in strategic partnerships around CRVS and works effectively with partners through coordination and synergized implementation.

4. Innovation:

UNICEF introduces and uses new hardware, digital capacities and 'soft' approaches to enhance its contributions to CRVS systems strengthening and legal identity management and positions the same for uptake.

Priority questions include the following:

1. To what extent does UNICEF address the needs of rights holders and include strategies to ensure that vulnerable/excluded groups are not left behind? To what extent and how does UNICEF adapt, as needed, to changes contexts?
2. To what extent and how has UNICEF's support strengthened CRVS systems, institutions, and capacities? Has it done so in a manner that will be/has been sustained over time?
3. To what extent were intended results in birth registration achieved over the period? How did UNICEF interventions at country, regional and headquarters levels contribute to those results? How did internal and external factors influence – positively or negatively – the achievement of results?
4. To what extent do national programmes supported by UNICEF and related to CRVS systems strengthening achieve results (outcomes) for children of different backgrounds and abilities, especially those considered particularly vulnerable?

5. To what extent has UNICEF worked in a synergistic way internally and aligned with/coordinated with the activities of other development/humanitarian partners operating in the CRVS context externally?
6. How well does UNICEF use collaborations and partnerships to strengthen CRVS systems?
7. How does UNICEF use its mandate and resources to ensure that the rights of children underpin technological advances and policy innovative in the areas of CRVS and legal identify?
8. How can UNICEF best fulfil its mandate and continue to meet the needs of children in a rapidly evolving landscape?

7. EVALUATION FRAMEWORK

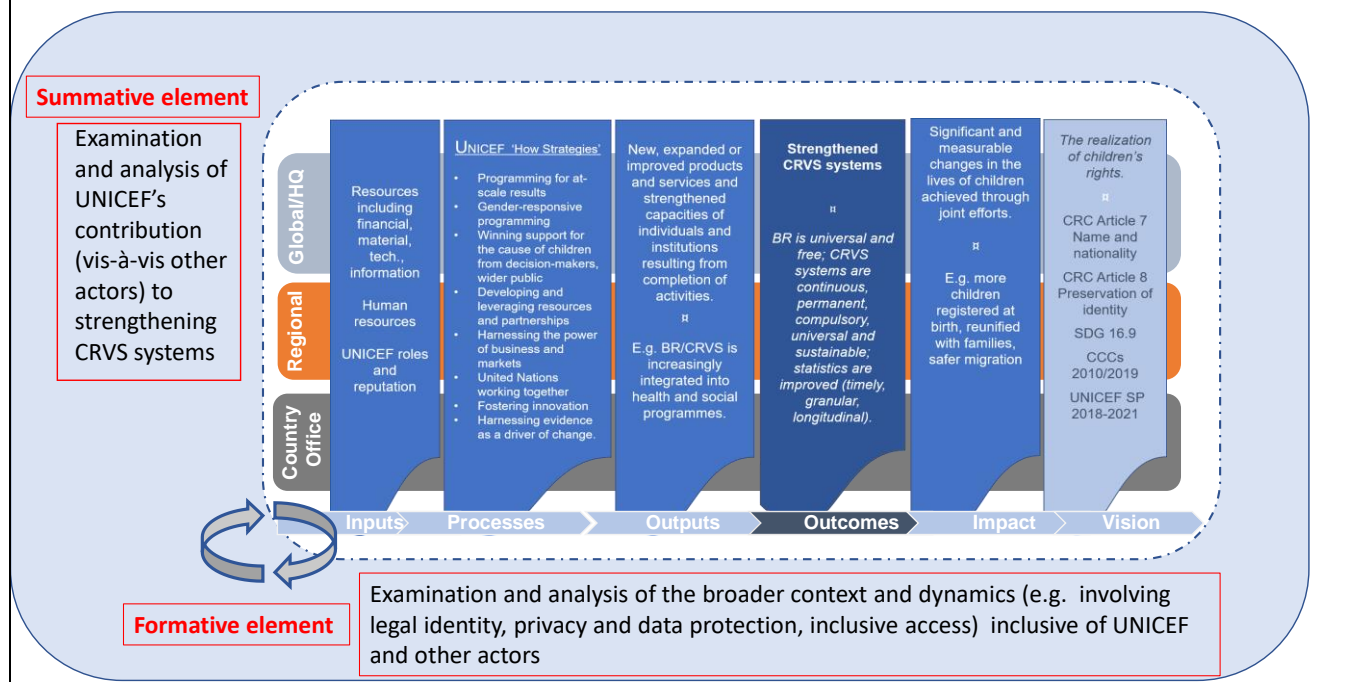
UNICEF has long been involved in CRVS systems strengthening, specifically for birth registration, and is also an actor in areas including coordinated UN action, new partnerships and readiness to engage around new technologies on behalf of children. The evaluation, therefore has important summative and formative aspects. These are considered further below.

The summative element of the evaluation provides a retrospective view of UNICEF actions in birth registration, over the period 2014-present (earlier as needed), and the tangible results to which UNICEF has contributed. Emphasis will be placed on providing detailed 'how' descriptions, accounting for the actions or inputs of other actors, and drawing key lessons from those experiences. This element serves the accountability purpose primarily but also contributes to learning.

The formative aspect of the evaluation looks at contemporaneous actions in the wider realm of CRVS systems strengthening as they have unfolded in the recent past and continue to evolve. This element of the evaluation provides an assessment of the larger contextual setting in which UNICEF works, including on issues of legal identify, privacy and data protection, and children on the move. Emphasis will be placed on partnership strategies, harnessing the power of business and markets, policy dialogue and advocacy, and, keeping children at the forefront of the agenda, in general.

For the purposes of this evaluation, the term *intervention logic* is used to describe the depiction of causal links from activities to results for UNICEF's work in the area of civil registration and vital statistics systems strengthening. An *illustrative version*, shaped by an internal working group, of that intervention logic appears below. This should not be considered as a complete Theory of Change as that would include the intervention logic diagram together with the causal assumptions linking one level to the next. It is, however, useful to consider in terms of the formative and summative aspects of the work.

Draft Intervention Logic for UNICEF's work in CRVS systems strengthening and corresponding evaluation elements



8. APPROACH AND METHODOLOGY

The evaluation will use multiple approaches and methods to answer the questions identified above. For the **summative element of the evaluation**, a theory-based approach is expected with a credible analysis of the intended outcomes, outputs, activities, and the contextual factors that affect UNICEF's work to strengthen CRVS systems. The **formative aspects of the evaluation** will require a differing set of evaluative approaches (e.g. landscape analysis, political-economy analysis). Mixed methods approaches should include both quantitative and qualitative data collection. The evaluation will be gender, equity and human rights responsive. The two elements of the evaluation will be synthesized into a final evaluation report. As highlighted in the draft intervention logic above, strengthened systems (as an outcome) should receive sharp focus throughout the approach and methods.

Data collection

The evaluation will use a combination of qualitative and quantitative methods for data collection. The information drawn from each method will be consolidated through use of an evidence matrix which will also be used for triangulation.

Quantitative data (e.g. closed elements of online survey, profiles of financial data, trend analysis of outcomes data) will help to relate UNICEF's operations (processes) to trends in outputs and outcomes, especially at national and sub-national levels. Further analysis and triangulation of these data sources is expected.

Qualitative methods (e.g. document reviews, key informant interviews, focus group discussions, open elements of the on-line surveys) will provide the evaluation with deeper insight into direct and indirect roles that UNICEF plays to help strengthen CRVS systems. The majority of this

information will be coded and analyzed through suitable qualitative methods, focused on identifying patterns in the data.

The data collection work plan is to be finalized in the inception report. However, it is intended that data collection techniques would include the following:

- Rapid review of relevant global, regional and country level documents.
- Profiling of internationally available data on outputs and outcomes in CVRS and systems strengthening for selected countries
- Key informant interviews and focus group discussions with stakeholders at global, regional, national and sub-national levels
- Five field country case studies
- Seven desk country case studies
- An on-line survey of staff and potentially for other actors

These techniques are discussed briefly below.

- **Comprehensive document review**

During the scoping phase, the Evaluation Office developed a database of relevant documents at global and regional levels. To supplement, the evaluation team will collect a wide range of secondary data related to CVRS strengthening to address the key questions (above). These may include documents from global efforts and initiatives to which UNICEF is party (e.g. UN Legal Identity Expert Group) as well as for select countries, including third party documents as well as population-based data (e.g. Multiple Indicator Cluster Surveys or Demographic and Health Surveys).

The evaluation will not be limited to documentary sources internal to/focused on UNICEF alone. In order to adequately assess the contribution to results, especially in systems strengthening, it will be necessary to review documents and interview key informants with knowledge of the wider landscape of support to CRVS systems at both a global and country level. This should be considered as a substantive element of the data collection and analysis.

Indicative documents include:

- Relevant UNICEF strategies (Health, Child Protection, Data, etc.) and procedures
- Relevant programme guidance
- Corporate results and expenditure reporting systems
- Past evaluations and research
- Inter-agency strategies, memoranda and related documents
- UNICEF Country Programme Documents, Country Office management plans, Country Office annual work plans and reports, results frameworks, programme strategy notes and results/donor/partner reports for CRVS systems strengthening
- National strategies, plans and programmes in CVRS systems strengthening
- CRC and SDG reports and analysis
- Documents produced by other agencies evaluating or assessing programmes and conditions in CRVS in selected countries
- Data collected by implementing partners (or third party monitors)
- Programme and administrative data including data on service availability and coverage

- **Key informant interviews**

Key informant interviews will be carried out at global, regional and country levels and will engage UNICEF, its partners and a wide range of other stakeholders. During the inception phase,

global/regional advisors and key staff from selected countries will be interviewed. During the field phase, interviews will be conducted with experts and staff involved in managing CRVS work, including UNICEF staff, government officials (service providers, and decision/policy makers), and key civil society partners. Interviews will also be held with staff of other multilateral and bilateral agencies that contribute to CRVS outcomes and partner with UNICEF at global, regional and/or national levels. Informed consent will be sought from all key informants, including UNICEF staff.

- **Focus groups and direct observation**

The team will also collect primary data by means of tools such as focus groups as well as through direct observations and field visits – e.g.: to health and social welfare administrations (at different levels), registration facilities, training institutes, professional bodies (social worker associations, midwifery associations, etc.), specified and, if considered ethical and appropriate, children and community members. When organizing focus group discussions with children and community members, attention will be given to gender, geographic/ethnic origin, and cultural sensitivity, representation of vulnerable population groups.). The initial topic guides, assent/consent forms and protection protocols for focus group discussions will be developed during the inception phase, and will undergo ethical review through a competent national or corporate review board prior to use in the field.

- **Online survey(s)**

Multiple aspects of UNICEF's work in CRVS systems strengthening could be suitably addressed through the use of on-line surveys. This form of data collection could be used to collect information on a standard set of questions from a large number of informants across actors (e.g. implementing partners, UNICEF staff). Where appropriate, the team must detail the characteristics of each sample: how it is selected, the rationale for the selection, and the limitations of the sample for interpreting evaluation results.

The online survey will be used to collect evidence (self-reported perception data) on aspects of CRVS systems strengthening beyond the selected programme countries and at regional and global levels. The questionnaires will combine both open and closed questions and create opportunities analyzing both qualitative and quantitative material. The survey will solicit responses from UNICEF staff as well as programme partners.

- **Country Case Studies**

Twelve countries will be featured as case studies: five will undergo an in-country, field-based review (including a pilot/exploratory mission), while the remaining seven will be subject to a desk review inclusive of remote interviewing. A key variable to be used in country selection is trends in birth registration²¹. Countries with data demonstrating the following should be considered: a) relatively high levels of growth in birth registration rates (i.e. as reflected in average annual rates of change); b) substantial decreases in the disparities in birth registration rates between groups (e.g. by wealth quintile, urban/rural); or c) maintaining relatively high levels of birth registration through resilient national systems. As an example, Annex 1 includes the countries which have achieved at a least 2% rate of growth in birth registration and would be eligible for inclusion under criteria a) above. Other variables to consider include geographic representation, UNICEF expenditures and partnerships, and the availability of existing studies, evaluations or assessments.

Case studies will aim to maximize the depth of insights into the evaluation questions and provide a comprehensive and granular picture of the actions of UNICEF and partners and their effects. Each case study shall rely on multiple sources and types of evidence (both quantitative and

²¹ Data drawn from: 1. United Nations Children's Fund, Every Child's Birth Right: Inequities and trends in birth registration, UNICEF, New York, 2013. 2. UNICEF. Global Databases. Birth Registration. Updated March 2019. Available at: [data.unicef.org].

qualitative), to increase the depth and, possibly, validity of findings, and resulting conclusions. Attention will be given to issues of gender equality, equity and social inclusion throughout.

Field- Based Country Case Studies: The overall objective of the field country case studies is to provide inputs useful to addressing those evaluation questions most applicable at country level. The field country case studies will rely on multiple data collection methods including document reviews, key informant interviews, pre-post comparisons of quantitative data trends, (where available) site observations, and group discussions.

Evaluators are expected to begin data collection for the field-based case studies as part of their desk study, but will, in addition, have the opportunity to collect more primary and secondary data and information during the visits to the respective countries. It is expected that two international members of the evaluation team will spend 10 working days in each of the five field case study countries, supported by a national evaluator(s) from the visited country. Case studies will require sufficient time and effort in-country to complete a process of: a) gathering data at **multiple levels** in country and across actors; b) assessing the evidence collected; and c) reporting back to stakeholders.

Through a pilot visit to one of the countries, the evaluators will test aspects of the case study methodology, including the case study questions and assumptions, assess the availability of data and project documentation, and test and refine data collection tools. That pilot experience will inform adjustments to the case study materials. All adjustments will be communicated to the ethical review board as per UNICEF procedure.

In the country visits, evaluators should expect to meet with and collect information from the main partners working on CRVS (governmental and non-government), and to conduct visits to selected sites of field projects. Findings of field-based country case studies will be analyzed and documented in country-specific case study notes.

Desk-based country case studies are intended to allow wider coverage of country contexts in their data collection and analysis, thus expanding the basis for validity of findings, conclusions and recommendations. Both the desk- and field-based case studies should follow a common protocol to facilitate cross-case comparison and analysis of results.

The desk country case studies should be as systematic, thorough and analytical as possible. The product will be a desk country case study report that analyzes available documentation, data and information, supplemented by phone/skype interviews with selected key informants in selected countries. The desk-based case study reports will contribute to the overall evaluation with supplemental input to answer the evaluation questions and to triangulate with other data collection methods.

Data analysis

Contribution analysis may be suitable as a theory based, analytical approach to address the questions around effectiveness of UNICEF's work on civil registration systems strengthening (i.e. the summative element). Contribution analysis focuses on relative influence of/or contribution to a known, discernible change or result. For this evaluation, those known, discernible changes are based on birth registration rates as described above.

The contribution analysis is expected to provide detailed information on the actions of UNICEF, government as well as other partners operating in order to adequately tell the "contribution story".

Contribution analysis emphasizes verification of the steps and assumptions in the intervention theory of change, their realization in practice, and other major influencing factors. Thus, a credible theory of change for UNICEF's work in strengthening CRVS systems will be needed at the start of the evaluation, capable of illustrating the causal links and related assumptions which inform it. The analysis should provide a fairly granular view of what works specifically related to stronger systems.

Based on observed results, the evaluation will focus on *why and how* the result was achieved, *whether* UNICEF-supported efforts influenced or made an important contribution to the observed result, and *what* role that intervention played vis-à-vis those of other actors. Indeed, the roles, responsibilities and relative contributions of partners (e.g. government ministries, donors, implementing partners) will be examined in detail as an important part of the contribution story.

Landscape analysis may be suitable to address the formative, forward-looking questions. It involves identifying the key players in a field, sector or geography and classifying them by relevant characteristics (e.g. involved in policy vs. programmatic work, BR or wider CRVS systems strengthening, approaching the issue from a health, child protection or other angle). It then unpacks enabling/disabling environments by identifying patterns (e.g. around capacities, funding, use of technology, political will). It also examines stakeholders' commitment and capacity ('readiness') to scale up evidence-informed interventions.

Triangulation both across and within categories of data sources will be a key analytical technique for this evaluation. The evaluation will, for example, triangulate the responses of different key informants at global, regional and country level, to ensure that differences of experiences and opinions are not lost to the analysis. Key informant interview and group discussion results from within each field case study country will also be triangulated and compared. Similarly, the results of the online surveys will be compared and triangulated with the opinions and experiences related by key informants in the field case studies.

Ethical considerations

Case study work may involve data collection from vulnerable children and community members, hence ethical considerations will be of utmost importance in this evaluation. Consistent with UNEG norms and standards, the [UNEG Ethical Guidelines](#) and [UNEG Code of Conduct](#) and the [UNICEF Procedure on Ethical Standards in Research, Evaluation and Data Collection and Analysis](#) the evaluation will ensure:

- **Respect for rights of individuals and institutions:** The evaluation team will accord informants the opportunity to participate voluntarily while maintaining their anonymity, and to make an independent decision to participate without pressure or fear of penalty (informed consent/assent). Also, interviewers will assure respondents that information would be confidential, and that reports would be written such that responses/contributions would not be traced back to them. Interview notes and any recordings will be accessible to the team members only.
- **Respect for cultural identities and sensitivities:** Variances in ethnicities, culture, religious beliefs, gender, disability, age will be respected. As a result, evaluation processes will be mindful of cultural settings, developmental status and evolving capacities/ages of children and other stakeholders, and the needs of the respondents and rights-holders that programmes are supposed to serve.
- **Professional responsibilities and obligations of evaluators:** The evaluation team will exercise independent judgement and operate in an impartial and unbiased manner. During data collection, any sensitive issues and concerns will be addressed through the appropriate

mechanisms and referral pathways. A protection protocol will be in place for each setting where data collection involves children and community members.

As noted above, and as per Evaluation Office standard procedure, the evaluation design will undergo ethical review during the inception phase. Ethical approval will be sought from the UNICEF Institutional Review Board or designated subsidiary prior to implementation. The possibility of seeking in-country approval by the competent national authorities will be studied.

Gender and Human Rights, Including Child Rights

Applying a gender lens to evaluation supports a proper analysis of how unobserved gender norms and gender discrimination can affect programme implementation processes and outcomes for women and girls, men and boys. It improves the overall quality of evaluations and provides the basis for more gender-transformative programming towards achieving gender equality goals. It contributes to deepening UNICEF knowledge on “what works” to build gender-transformative societies. It also helps to ensure that evaluations are more context-appropriate, and inclusive of the perspectives of diverse groups of girls and boys, women and men.

This evaluation intends incorporating strong gender analysis, including evaluation of gender-integrated programmes, gender-targeted programmes, and programmes that do not focus directly on gender issues. Gender considerations should be integrated across all phases of the evaluation process.

Reference to key materials for these aspects of the evaluation appear in Appendix 3.

9. MANAGEMENT AND CONDUCT OF THE EVALUATION

EVALUATION MANAGEMENT STRUCTURE

The evaluation will be managed by the Evaluation Office (EO), UNICEF New York HQ. The EO is responsible for the quality of the evaluation and ensuring its independence. The evaluation manager is the primary interface between the EO and the team. The manager role involves day-to-day support to all aspects of the evaluation process, including facilitating access to data, providing input to key methodological and strategic choices, and managing the evaluation budget. In some cases, the evaluation manager accompanies the team on a field visit as a form of oversight and quality assurance. The evaluation manager provides a first quality review of all evaluation tools and deliverables presented by the evaluation team before key deliverables are shared with the EAG or other stakeholders.

An Evaluation Advisory Group (EAG), bringing together a mix of UNICEF managers (senior and mid-level), advisors and external experts (to be confirmed) from among key stakeholders. The EAG serves to ensure that the evaluation benefits from the highest level of technical knowledge and of a diversity of viewpoints. The members of the EAG will:

- Support the selection of the evaluation team;
- Participate in key meetings (remotely or in-person) with the evaluation team;
- Facilitate communication and coordination between their respective section/division and the evaluation team (e.g. to facilitate access to documents and informants);
- Provide substantive technical inputs and help ensure the high technical quality of evaluation products;
- Review all key deliverables and provide advice;

- Advise on the management response to the evaluation.

UNICEF quality assurance standards and processes for evaluations

Staff of the UNICEF Evaluation Office are independent from UNICEF management and operations. As part of their guidance and quality assurance role, Evaluation Office will provide quality assurance on all evaluation tools and documents based on the UNEG's and UNICEF's norms, standards, ethical guidelines, processes and tools. This includes assessment of gender, equity and human rights responsiveness of the evaluation. The evaluation team will be familiarized with these and is expected to observe them during the entire evaluation process.

staff may accompany the evaluation team on country missions, participate in key informant interviews and site visits, etc.

Once approved, the final evaluation report will be submitted to the UNICEF's global evaluation reports oversight system (GEROS) for an independent quality review. The report and the review will be made available on the UNICEF Internet website, in compliance with the commitment for transparency of evaluation findings.

10. EVALUATION WORK PLAN

The implementation of the evaluation will be conducted in five phases over the period March 2020 through May 2021. The four core team members are expected to work between 10 and 20 person-weeks on this evaluation, over 15 months. The estimated level of effort per country case study is 30 person-days and the estimated level of effort per desk-based study is 5 person-days.

Estimated Level of Effort by Evaluation Phase and Team Member

	Inception	Data Collection	Analysis	Reporting	Finalization	Total
Team Leader	10	21	18	8	5	62
BR/CP Expert	10	59	18	8	5	100
Data/CRVS Expert	5	50	15	8	5	83
Monitoring Expert	5	20	18	3	8	54
Back-Office Support	2	4	4	0	3	13
National Evaluators	15	60	---	---	---	75
Total	32	227	75	27	26	387

(NB: Level of effort is indicative and may differ; it is given for costing and proposal writing / assessment purposes only.)

I – Inception Phase (March – June 2020), sanctioned by a 30-page inception report inclusive of the evaluation framework and matrix, theory of change, detailed work plan, tools for data collection (key informant interview guides, document review/data extraction forms and survey outline), completed ethical clearance for proposed methodology (pilot) and final agreed methodology (for rollout to other four countries), agreed outline of the final report and annexes.

The inception phase includes conducting a pilot visit (ethically cleared) to one case study location to validate tools and methods. The Inception Report can be expected to go through minimally two rounds of comments from the EO firstly and then the EAG, depending on the quality of the zero draft.

II – Data Collection Phase (July – October 2020) including key informant interviews at global and regional levels, conduct of four country missions and related data analysis, conduct of seven desk-based case studies and ample desk-based review. Deliverables during this period include submission of five country Case Study Reports.

III – Analysis Phase (November 2020 – January 2021) During this phase, the evaluation team will ensure the comprehensiveness of data collected, gauge the strength of that evidence (two online surveys) and conduct all analyses required to answer key questions (both formative and summative). The method and forms utilized for triangulation should be sharable with the EO. This phase includes opportunity for important dialogue with stakeholders on emerging findings and co-creation of recommendations to ensure they are meaningful and actionable. Deliverables upon completion of the phase include two draft manuscripts for the summative and formative elements separately, submission of a completed triangulation matrix; and submission of seven Desk Study Reports.

IV – Reporting Phase (February/March 2021) culminating in the submission of a Draft Report to the EO (no more than 60 pages plus annexes including introduction, methodology and limitations, various thematic chapters, conclusions and annexes. It is anticipated that (depending on quality) one or two rounds of revisions, based on EO comments, will have taken place prior to submission to reviewers more widely. All re-submissions to EO must be accompanied by an audit trail of changes made (detailed comment matrix describing whether and how earlier comments received have been incorporated, and when they have not been fully included, providing an appropriate justification). Deliverables for this phase include EO approval of the Draft Report as 'shareable' and submitted to the EAG.

V – Finalization phase (April/May 2021), sanctioned by the fully copy-edited evaluation report of no more than 75 pages plus annexes, a master PPT presentation and Evaluation Brief. Includes submission of final triangulation matrix, all raw data and live data tables/graphics. It is anticipated that two rounds of revisions, based on EAG, stakeholder and further EO comments, will have taken place prior to finalization and submission of the final report. All re-submissions to EO must be accompanied by an audit trail of changes made. The deliverables associated with this phase are submission of Final Report, master PPT presentation and Evaluation Brief to EO. The final report must be duly reviewed for quality and conform to the UNICEF publishing and GEROS standards. The evaluation team leader may be requested to participate in presentation and follow-up activities, such as webinars.

11. DELIVERABLES AND PAYMENT SCHEDULE

Date	Deliverable (or Milestone)	Payment*
30 June 2020	1. <u>Approval</u> of Inception Report	20%
31 July 2020	Submission of pre-mission matrices inclusive of desk review analysis for each country mission	-
30 October 2020	2. Submission of five country Case Study Reports	20%
31 January 2021	3. Submission of: a) two draft manuscripts for the summative and formative elements separately (7500 word maximum) b) Submission of a completed triangulation matrix c) Submission of seven Desk Study Reports	20%
31 March 2021	4. <u>Approval</u> by EO of Draft Report as 'shareable' and submission to EAG	20%
31 May 2021	5. Submission of Final Report , master PPT presentation and Evaluation Brief by contractor to EO	20%

* percentage of fee portion of contract amount

12. EVALUATION TEAM PROFILE

The evaluation will be carried out by a company or organization (academic institution, research center, consultancy firms, not-for-profit organization, etc.). The company or organization is expected to hire up to four international evaluation team members as well as one or two national consultants to support each of the five country case studies. In addition, institutions are expected to make human resources available for quality assurance, assistance in data analysis and visualization, copy-editing, back-office and coordination support.

The ideal consultants would have previously conducted complex evaluations and/or applied research work in related areas and in a broad range of countries and settings. To avoid conflict of interest, evaluation team members should not have been involved in designing and implementing CRVS work for UNICEF over the period evaluated (i.e. 2014 to the present). Points will be given to evaluation teams who have previous experience working together on similar assignments. The team on the whole is expected to be balanced in terms of gender and geographic origin (global North/South). International team members must be available to work on this evaluation on average one third of their time throughout 2020.

Specific team member profiles are presented in the following. Expertise can be distributed differently across the evaluation team and experts with multi-skill sets can fill more than one competency.

1. TEAM LEADER (SENIOR EVALUATOR)

Key responsibilities:

- Develop a realistic work plan for the evaluation in consultation with team members, the Evaluation Office and other stakeholders;

- Lead the development of the evaluation matrix, tools and templates;
- Lead the data triangulation process;
- Take overall responsibility of the quality of the evaluation report and its responsiveness to client needs;
- Act as the prime interlocutor for the Evaluation Manager and provide regular progress reports on the work of the team;
- Keep the evaluation on track in accordance with contractual requirements and the timeline/deliverables shown below;
- Collect, record and analyze data in accordance with the overall evaluation approach, plan and timeline;
- Draft key sections of the evaluation report.

Profile:

- Strong leadership and management track record and commitment to delivering timely and high-quality evaluation reports;
- Extensive expertise (at least 10 years) in conducting and leading complex evaluations, with strong mixed-methods evaluation skills, including contribution analysis;
- Demonstrated experience working with a wide range of data sources and adapting and using innovative evaluation methods;
- Experience in evaluating multi-sectoral programmes, data work and systems strengthening initiatives required;
- Knowledge of the UN's human rights, gender equality and equity agendas and experience in applying these to evaluation;
- Familiarity with UNICEF's programming, policy and advocacy work would be an asset;
- Background in child protection and/or health would be an asset;
- Good interpersonal and communication skills; ability to interact with various stakeholders and to concisely express ideas and concepts in written and oral form;
- Commitment and willingness to travel to at least one case study location;
- Language proficiency: Fluency in English is mandatory; good command of another UN language is desirable.

2. TEAM MEMBER (TECHNICAL EXPERT ON BIRTH REGISTRATION/CHILD PROTECTION)

Key responsibilities:

- Provide expertise in all aspects of the evaluation;
- Collect, record and analyze data in accordance with the overall evaluation approach, plan and timeline;
- Ensure use of consistent interview protocols and templates for recording observations;
- Lead on designing topic guides for focus groups and interviews and on obtaining ethical approval for the evaluation;
- Draft sections of the report as assigned by the Team Leader.

Profile:

- Significant experience in health, child protection or related area, with a focus on evidence generation (at least 8 years relevant experience);
- Experience in ethically involving children (adolescents) and caregivers/community members in evidence generation activities;
- Knowledge of the UN's human rights, gender equality and equity agendas and application in evaluation;
- Knowledge of UNICEF programming strategies, field work, procedures and organizational culture is an asset;

- Strong conceptual, analytical and writing skills and ability to work effectively in a team;
- Commitment and willingness to travel to case study locations and ability to produce quality work under limited guidance and supervision;
- Good communication and people skills; ability to communicate with various stakeholders and to express ideas and concepts concisely and clearly in written and oral form;
- Language proficiency: Fluency in English is mandatory; good command of French or other UN language is desirable.

3. TEAM MEMBER (TECHNICAL EXPERT ON DATA/CRVS)

Key responsibilities:

- Provide national CRVS systems-related expertise in all aspects of the evaluation;
- Collect, record and analyze data in accordance with the overall evaluation approach, plan and timeline;
- Ensure use of consistent interview protocols and templates for recording observations;
- Lead on designing the evaluation surveys and key informant interview protocols and contribute to obtaining ethical approval for the evaluation;
- Draft sections of the report as assigned by the Team Leader.

Profile:

- Significant experience (at least 8 years) in support of CRVS programming including country-level support;
- Significant experience in health, information systems and data analytics (at least 5 years relevant experience);
- Knowledge of the UN's human rights, gender equality and equity agendas and application in evaluation;
- Knowledge of UNICEF programming strategies, field work, procedures and organizational culture is an asset;
- Strong conceptual, analytical and writing skills and ability to work effectively in a team;
- Commitment and willingness to travel to case study locations and ability to produce quality work under limited guidance and supervision;
- Good communication and people skills; ability to communicate with various stakeholders and to express ideas and concepts concisely and clearly in written and oral form;
- Language proficiency: Fluency in English is mandatory; good command of French or other UN language is desirable.

4. TEAM MEMBER (MONITORING AND ANALYTICS EXPERT)

Key responsibilities:

- Provide expertise regarding UNICEF's monitoring systems and data to all aspects of the evaluation;
- Collect, record and analyze data in accordance with the overall evaluation approach, plan and timeline;
- Ensure use of consistent interview protocols and templates for recording observations;
- Set up and maintain a data and document repository for the evaluation;
- Develop the online survey and support survey analysis;
- Draft sections of the report as assigned by the Team Leader.

Profile:

- Familiarity with UNICEF's corporate monitoring frameworks and tools, and ability to extract and analyse information for cross-country comparison;
- Hands-on experience in collecting, analyzing and visualizing quantitative and qualitative data (at least 3 years relevant experience);
- Knowledge of the UN's human rights, gender equality and equity agendas and application in evaluation;
- Strong conceptual, analytical and writing skills and ability to work effectively in a team;
- Expertise in handling collaborate teamwork software, online surveys, document repositories, bibliography software and databases;
- Language proficiency: Fluency in English; good command of other UN language(s) is desirable.

5. BACK-OFFICE SUPPORT BY SELECTED INSTITUTION

The institution selected must demonstrate the following characteristics and capacities:

- Skilled senior-level personnel dedicated to communicating with EO, overseeing team performance (including that of the team leader) and taking corrective action, as needed;
- Quality assurance systems and skills;
- Team coordination/project management support to the team leader;
- Back-office support for activities and logistics (e.g. arranging visas, travel, necessary security training, copy-editing);
- Experience in supporting evaluators in ensuring use of consistent interview protocols, templates for recording and reporting on interviews, standard case study report formats and a comparative table of findings;
- Experience in knowledge management for evaluation, information technology and data management, use of infographics in report preparation;
- Expertise in handling collaborate teamwork software, online surveys, document repositories, bibliography software and databases.

6. AT LEAST FIVE NATIONAL EVALUATORS (one or two per selected case study location)

The national consultants will support the international team members in various types of data collection and analysis (mainly on the country case studies) as per the orientation provided by the evaluation team leader.

Key responsibilities:

- Provide contextual knowledge and expertise to all aspects of the evaluation;
- Collect and analyze data in accordance with the overall evaluation approach, plan and timeline;
- Lead on the document review for respective country;
- Ensure use of consistent interview protocols and templates for recording observations on respective country;
- Liaise with UNICEF Country Office in preparation and follow-up to the data collection mission: secure access to national sources and informants; arrange for translation and logistics support as needed; etc.
- Support international team members in-country as needed.

Profile:

- Significant experience in conducting evaluations for international development actors (at least 5 years); prior experience with UNICEF or the UN is an asset;
- Strong documented data collection and analysis skills;
- Familiarity with CRVS or BR an advantage;
- Strong conceptual, analytical and writing skills and ability to work effectively in a team;
- Commitment and ability to produce quality work under limited guidance and supervision;
- Good communication and people skills; ability to communicate with various stakeholders and to express ideas and concepts concisely and clearly in written and oral form;
- Language requirement: Fluency in English and in the main national language.

13. HOW TO APPLY

1. All institutional entities (universities, consulting firms, consortia of institutions, etc.) are invited to submit their applications, consisting of a **technical proposal, including an organizational profile (in one envelope) and a financial proposal (under separate cover)**.
2. Offers must be sent **by 12 December 2019, 12:00 pm (New York time) at the latest**.
3. All email communication in relation to this RFP must clearly indicate "CRVS Evaluation" in the "subject" line of the email, followed by the company name (e.g., CRVS **Evaluation - XYZ**).
4. Files should be sent as **PDF** (Portable Document Format) file. Offers can be sent in more than one batches, each not exceeding UNICEF's e-mail size quota of **ten (10) megabytes** per email.
5. Incomplete applications will not be considered.

FURTHER SPECIFICATIONS

Technical proposals should lay out how the bidder proposes to deliver on the above ToR with quality evaluation services. They should include an organizational profile and the technical proposal proper and minimize repeating what is stated in the ToR.

Organizational profiles should include (for each institution, in case of consortia):

- Date and country of registration/incorporation, and location of offices or agents;
- Summary of corporate structure (detailed organogram), business areas, corporate directions, experience and values;
- Past two years' annual turnover (in US dollars);
- Past two years' audited financial report (income statement and balance sheet);
- Number of full-time employees and type (technical experts, administrative and logistics support staff, financial staff, etc.);
- An overview of capacities, including the ability to locate and manage local consultants in the countries included in the list of potential case studies (see table in Appendix 1);
- List of past and ongoing evaluations related to CRVS, strengthening of administrative data systems or similar carried out by the institution in the past 7 years, accompanied by links to two sample reports (preferably authored by the proposed team leader);
- List of past and ongoing assessments of complex organizations within rapidly changing environment and diverse stakeholders and interests.
- List of three reference persons that may be contacted for feedback on services provided by the proposers.

Technical proposals proper should demonstrate the team's expertise in conducting complex global evaluations with both summative and formative elements. Proposals should include three elements:

- An overview of the proposed **evaluation approach/methodology**, going beyond what is specified in the ToR. In particular:
 - Bidders should demonstrate, in their own words, understanding of the evaluation scope and comment on potential risks and/or areas that may need further clarification during the inception phase.
 - Bidders are required to propose how they would conduct a contribution analysis for the purposes described. Bidders should make note of how they will identify data, methods to collect that data and analytical methods to discern UNICEF contribution vis-à-vis other partners.

- Bidders are invited to provide approaches and methods that are best 'fit for purpose' for the formative element of the evaluation.
 - Bidders should make a proposal for case studies countries based on the categories of birth registration trends described (see Country Case Studies, Appendix 1). Although 12 countries will eventually be select, bidders may propose up to 20 countries and indicate the rationale for selection.
 - Bidders should outline anticipated challenges related to this evaluation exercise and mitigation measures.
- **Profile of the proposed evaluation team** (CVs of proposed team leader and team members) and of persons responsible for quality assurance and back office support. Bidders should provide details on proposed internal management and quality assurance arrangements. Profiles of potential local consultants can be included, with a description of how they will be engaged, trained, supported and supervised.
 - The **proposal should stipulate the level of effort** to be committed by the different team members in each work phase (inception; data collection and analysis; reporting; and finalization). Also, provide the estimated level of effort per country case study and per desk-based study.

Technical proposals must include a table of contents and the signed request for proposals for services form (page 3 of the RPFs document). There is no minimum or maximum length. If in doubt, ensure sufficient detail is provided for UNICEF to be able to judge the technical expertise.

Technical proposals will be assessed as follows (see Annex A): Team profile 35 points, methodology 35 points, workplan 20 points and institutional capacity 10 points. Bidders who are awarded at least 70 points will advance to the financial assessment stage.

Bonus points will be awarded:

- To institutions from the global South and to consortia including institutions from the global South.
- If innovative methods of data collection and/or analysis are included in a realistic and purposeful way.
- If participatory methods of data collection and/or analysis are included in a realistic and purposeful way that would allow adolescents to collaborate on this evaluation.

Financial proposals should be based on the enclosed template (Annex B) and include distinct categories for

- Consultancy fees;
- Estimated travel/miscellaneous expenses.

All costs must be in given in USD.

Technical proposals will account for 70% of the overall score, financial proposals for 30%. The bidder with the highest combined score will be awarded the contract.

APPENDIX 1: COUNTRIES WITH HIGH RATES OF CHANGE IN BIRTH REGISTRATION (POTENTIAL CASE STUDY COUNTRIES)

Region	Country	Birth registration rates		Average annual rate of change
EAPR	Cambodia	62 (2010)	73 (2014)	1.04
	Myanmar	72 (2009/10)	81.3 (2016)	1.02
	Samoa	48 (2009)	59 (2014)	1.04
ESAR	Botswana	72 (2007/08)	87.5 (2017)	1.02
	Kenya	60 (2008/09)	66.9 (2014)	1.02
	Mozambique	48 (2011)	55 (2015)	1.03
	Tanzania	16 (2010)	26 (2015)	1.10
ECAR	Tajikistan	88 (2012)	95.8 (2017)	1.02
LACR	Bolivia	76 (2008)	91.9 (2016)	1.02
	Dominican Republic	82 (2011)	88 (2014)	1.02
SA	Afghanistan	37 (2010/11)	42.5 (2015)	1.03
	Nepal	42 (2011)	56 (2016)	1.06
	Pakistan	27 (2006/07)	33.6 (2013)	1.03
WCAR	Benin	80 (2011/12)	84.8 (2014)	1.02
	Cameroon	61 (2011)	66.1 (2014)	1.03
	Cote d' Ivoire	65 (2011/12)	71.7 (2016)	1.02
	Equatorial Guinea	37 (2000)	53.5 (2011)	1.03
	Gambia	53 (2010)	72 (2013)	1.10
	Ghana	63 (2011)	70.5 (2014)	1.04
	Guinea	43 (2005)	74.6 (2016)	1.05
	Liberia	4 (2007)	24.6 (2013)	1.35
	Niger	32 (2006)	63.9 (2012)	1.12
	Nigeria	42 (2011)	46.9 (2017)	1.02
	Mauritania	59 (2011)	65.5 (2015)	1.03
MENA	Sudan	59	67.3	1.03
	Yemen	17 (2012)	30.7 (2013)	1.8

APPENDIX 2: MONITORING DATA ON UNICEF'S BIRTH REGISTRATION WORK

This appendix provides an overview of UNICEF's global level commitments, and their measurement, on birth registration programming since 2006.

UNICEF's Medium-term strategic plan (MTSP) 2006-2013²²

UNICEF's medium-term strategic plan accelerated political momentum and commitment for birth registration under Focus Area 4 (Child Protection from Violence, Exploitation, and Abuse). The MTSP focused on legal frameworks and specified the use of innovations to promote modernization of CRVS and improve birth registration. Box 1 below shows the specific indicators, baselines, targets and achievements.

Box 1. CRVS indicators in the Results Framework of the Medium-term strategic plan 2006-2013					
Focus Area	Output	Indicator	Baseline 2005-2006	2009	2011-2012
Focus Area 4 Child protection from violence, exploitation, and abuse	All programme countries with birth registration rates under 60% have administrative arrangements for free and universal birth registration.	Number of countries with laws and secondary legislation on free and universal birth registration (as part of civil registration system) in line with international norms and standards.	N.A	N.A.	77
		The proportion of girls and boys under five years of age whose births have been registered.	N. A	50	51
Source: Medium-term strategic plan 2006-2013. A data & results companion to the end of cycle review ²³					

UNICEF'S Strategic Plan (SP) 2014-2017

UNICEF's Strategic Plan 2014-2017 placed birth registration within the context of child protection systems strengthening and 'Access to Justice'. The emphasis was on supporting national service provision and improving access. *The availability of household survey data on birth registration was also tracked.*

Box 2. CRVS indicators in the Results Framework 2014-2017				
Outcome	Output	Indicator	Baseline	Target
6.Child Protection	Output b. Increased national capacity to provide access to the child protection systems that prevent and respond to violence, abuse, exploitation, and neglect.	P6.b.2 Countries with the availability of free and universal birth registration.	107	135

²² United Nations. Report on the end-of-cycle review of the medium-term strategic plan 2006-2013

https://www.unicef.org/about/execboard/files/2013-4-End-of-cycle_review-MTSP-ODS-English.pdf

²³ Conference room paper to be read with E/ICEF/2013/4: Report on the end-of-cycle review of the medium-term strategic plan 2006-2013 https://www.unicef.org/about/execboard/files/Data_and_Results_Matrix_to_MTSP_EoC-17Jan2013.pdf

7.Social Inclusion	Improved policy environment and systems for disadvantaged and excluded children, guided by improved knowledge and data	P7.1 Countries with disaggregated national household survey data on birth registration collected within the preceding five years (such as MICS, DHS, etc.).	80	90
Source: Final results framework of the UNICEF Strategic Plan, 2014-2017				

UNICEF'S Strategic Plan (2018 -2021)

The current Strategic Plan proposes a combined approach to address the specific needs of children while making investments in strengthening national child protection systems. For CRVS, systems strengthening would require improving service delivery mechanisms, workforce capacity building, and strengthening legal and policy frameworks and guidelines. The CRVS indicators of interest in the current strategic plan are given in Box 3 below.

Box 3. CRVS indicators in the Results Framework 2018-2021					
	Outcome Statement	Output Statement	Outcome Indicators	Baseline	Target
Access to Justice	3. Girls and boys, especially vulnerable and those affected by humanitarian situations, are protected from all forms of violence, exploitation, abuse, and harmful practices.		3.7. Percentage of Children under five whose births are registered (Corresponding to Goal SDG 16.9.1)	55%	66%
		3. c. Countries have improved systems to protect children that come in contact with the law and to treat them by international standards.	3. c. 4. A number of countries that have in place free and universal birth registration service within the civil registration system, by national legal requirements.	131	157
Source: Final results framework of the UNICEF Strategic Plan (2018 -2021)					

Note:

SP (2018-2021) indicator 3.c.4 is related to UNICEF SP (2014–2018) indicator P6.b.2.

SP (2018-2021) indicator SP 3.7 is identical to SDG target indicator 16.9.1. However, while the SDG indicator looks at the global data, the SP indicator captures a narrow list of countries.

APPENDIX 3: INTEGRATION OF GENDER CONSIDERATIONS IN EVALUATION

UNEG Guidance on Integrating Human Rights and Gender Equality in Evaluation:

[file:///C:/Users/lgagliardone/Downloads/UNEG_HRGender_web_final%20\(2\).pdf](file:///C:/Users/lgagliardone/Downloads/UNEG_HRGender_web_final%20(2).pdf)
[file:///C:/Users/lgagliardone/Downloads/UNEG_HRGender_web_final%20\(2\).pdf](file:///C:/Users/lgagliardone/Downloads/UNEG_HRGender_web_final%20(2).pdf)

UNICEF Guidance on Gender Integration in Evaluation:

[https://unicef.sharepoint.com/sites/EO/DL1/UNICEF%20Guidance%20on%20Gender%20Integrati](https://unicef.sharepoint.com/sites/EO/DL1/UNICEF%20Guidance%20on%20Gender%20Integration%20in%20Evaluation%20-%20Final%20Short%20Version.pdf)
[on%20in%20Evaluation%20-%20Final%20Short%20Version.pdf](https://unicef.sharepoint.com/sites/EO/DL1/UNICEF%20Guidance%20on%20Gender%20Integration%20in%20Evaluation%20-%20Final%20Short%20Version.pdf)

UN-SWAP Evaluation Performance Indicator:

[file:///C:/Users/lgagliardone/Downloads/UN-](file:///C:/Users/lgagliardone/Downloads/UN-SWAP%20Evaluation%20Performance%20Indicator%202015%20ReportingCycle.pdf)
[SWAP%20Evaluation%20Performance%20Indicator%202015%20ReportingCycle.pdf](file:///C:/Users/lgagliardone/Downloads/UN-SWAP%20Evaluation%20Performance%20Indicator%202015%20ReportingCycle.pdf).
[file:///C:/User](file:///C:/Users/lgagliardone/Downloads/UN-SWAP%20Evaluation%20Performance%20Indicator%202015%20ReportingCycle.pdf)
[s/lgagliardone/Downloads/UN-](file:///C:/Users/lgagliardone/Downloads/UN-SWAP%20Evaluation%20Performance%20Indicator%202015%20ReportingCycle.pdf)
[SWAP%20Evaluation%20Performance%20Indicator%202015%20ReportingCycle.pdf](file:///C:/Users/lgagliardone/Downloads/UN-SWAP%20Evaluation%20Performance%20Indicator%202015%20ReportingCycle.pdf).