



Inception report

Evaluation of UNICEF's Protective Environment programme in Tajikistan (2016-2022)



November 2021



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1. List of acronyms

CO2	Carbon dioxide
CCR	Commissions on Child Rights
CP	Child Protection
CRC	Child Rights Convention
CRU	Child Rights Units
CSO	Civil Society Organisation
C4D	Communication for Development
COVID	Coronavirus Disease
CO	Country Office
DAC	Development Assistance Committee
ERIC	Ethical Research Involving Children
EQ	Evaluation Questions
ERG	Evaluation's Reference Group
XLS	Excel
GBV	Gender Based Violence
GDPR	General Data Protection Regulation
GIS	Georeferenced Information Systems
GmbH	Gesellschaft mit Beschränkter Haftung (German:Limited Liability Company)
GPS	Global Positioning System
IM	Inception mission
IR	Inception report
MA	Masters of Arts
M&E	Monitoring and Evaluation
NGO	Non-Governmental Organisation
OECD	Organisation for Economic Co-operation and Development
PE	Protective Environment
QA	Quality Assurance
ROM	Results Oriented Monitoring
SMR	Strategic Moment of Reflection
SWOT	Strengths, Weaknesses, Opportunities and Threats
ToR	Terms of Reference
ToC	Theory of Change
GEROS	UNICEF's Global Evaluation and Research Oversight System
UNEG	United Nations Evaluation Group
UNICEF	United Nations International Children's Emergency Fund

2. About us

For over 15 years, the movimentar team has designed, managed, and evaluated development projects and programmes, increasing the efficiency and responsiveness of governments, consultancy firms, research institutions, and international and national non-governmental organisations in over 20 countries in Africa, Asia, Europe, and Latin America. movimentar GmbH has its headquarters in Bremen, Germany, and regional representatives and trained consultants in countries such as Angola, Austria, Bangladesh, Brazil, Croatia, Italy, Morocco, Switzerland, Tajikistan, and Ukraine. We offer support in project design, proposal writing, managing and monitoring and evaluation of projects as well as in the use of digital technology and data science to increase efficiency and quality of project management in international development cooperation and humanitarian aid. We are used to employing collaborative tools to ease the work, ensure quality and address our clients' needs.

We support our clients to effectively collect, manage, analyse, and learn from data at scale by:

- supporting the design, management, and evaluation of projects in developing countries;
- implementing digital data collection, “big-data” cloud infrastructure, and automated reporting;
- developing custom applications to ensure data quality and accessibility on time for decision-making;
- using powerful data-analysis tools to produce easy-to-communicate results;
- making use of state-of-the-art planning, management, and M&E methods;
- developing the capacities of our clients and partners.

Visit our website at <https://www.movimentar.eu> for more information!

3. Context

The Republic of Tajikistan has a relatively young population. Out of a total of approximately 9.7 million inhabitants, around 37% are between 0 and 14 years of age and 41% are under 18.¹ This makes Tajikistan's population one of the youngest in Central Asia.² Particularly since the COVID-19 pandemic and its fallout on the economic and social situation of households, the well-being of children is under pressure. Due to school closures the education of children has also been strongly affected. The support of children and adolescents and the strengthening of child rights and a protective environment are therefore of great importance for the healthy development of every child and the future of the country. To support the implementation of the Child Rights Convention (CRC), UNICEF opened its office in Tajikistan in 1993 and since then has been working with civil society organisations and the government to strengthen those rights granted under the CRC to every child.

The institutional setup for child protection in Tajikistan is not clearly defined, is poorly resourced and is constantly being revised without thorough analysis of the real situation on the ground. Structural changes are not evidence-based and are primarily motivated by budgetary or political considerations. This means that the coverage and quality of child welfare and protection services are inadequate³.

The 2017 Functional Assessment of the Commissions on Child Rights (CCR) and Child Rights Units (CRU) has brought to light the many contradictions and overlaps of duties and functions as well as the gaps in service provision that exist within the current and amended regulatory frameworks as well as on the ground. It found that the CCR and CRU officers (now called Guardianship secretaries) at district level deal predominantly with issues of divorce, school attendance, delinquency and deviant behaviours and take part in raids of children found working in markets and using internet cafes. Prevention of and response to violence against children, child abuse, neglect and exploitation do not feature prominently in the CRU job descriptions⁴.

In a country that relies heavily on remittances from labour migrants for its economy, the emerging phenomenon of returning migrant workers who have been deported back to Tajikistan and face a re-entry ban into Russia is likely to have serious consequences on families and children. Some anecdotal evidence already suggests that exploitative labour of such returned migrants who need to earn a living back home is taking place⁵.

¹ UNFPA: World Population Dashboard Tajikistan, accessible at: <https://www.unfpa.org/data/world-population/TJ>

² UNICEF (2021): Country office Annual Report 2020 Tajikistan, accessible at: <https://www.unicef.org/media/102531/file/Tajikistan-2020-COAR.pdf>

³ UNICEF (2018) Annex II SMR PE final (internal document), page 1.

⁴ UNICEF (2018) Annex II SMR PE final (internal document), page 1.

⁵ UNICEF (2018) Annex II SMR PE final (internal document), page 1.

Despite Government's efforts to promote Community-Based Rehabilitation through day care centres, the vast majority of boys and girls with disabilities do not have access to mainstream social services. The available data on disability prevalence rates among adults and children of 2 per cent and 0.8 per cent are perceived to be gross underestimates. Children from large families face greater deprivations in accessing public services and enjoying their rights. This is partly because the household's income has to be divided by the high number of household members. The Government intends to adjust the size of the benefit amount of the Targeted Social Assistance (TSA) programme for the poor based on the household size in the coming years⁶.

4. The programme

This evaluation will take into consideration the Protective Environment (PE) programme, which is part of UNICEF's 2016-2022 country programme in Tajikistan. The PE programme includes primarily the following components, which will all be taken into consideration for this evaluation:

1. **Alternative family care:** The activities under this component include two major areas of change: policy/legislation and service provision.
2. **Justice for children:** The activities under this component address three major strategies: policy/legislation, capacity building and service provision.
3. **Violence against children,** with a particular focus on violence against girls/GBV (gender-based violence), this component focuses on evidence generation and community mobilisation.
4. **Children with disabilities:** Communication for social change and community mobilisation are the main focus of this component, cross-linked with other programme interventions.
5. **Children negatively affected by migration:** mostly capacity-building interventions.
6. **Child Protection in emergencies and repatriation of children:** mainly capacity building and service provision.
7. The role of the **social services workforce** in promoting and delivering child protection agenda within targeted areas and sufficiency and relevancy of the capacity building initiatives throughout the entire PE programme component.

A full theory of change (ToC) is available in the annexes.

⁶ UNICEF (2018) Annex II SMR PE final (internal document), page 1.

5. The evaluation

This will be the first holistic, and independent evaluation of the performance and effectiveness of UNICEF's child protection agenda and interventions for more than 10 years. Therefore, the character of this evaluation will be both summative and formative and should provide insights and recommendations for the implementation of the remaining section of the current country programme. As the development of the country programme for 2023-2026 has already commenced in 2021, the evaluation's findings will also provide insights to improve the design of the new country programme and UNICEF's work in Tajikistan. This evaluation should generate sound and credible evidence with a focus on the extent to which the PE programme is contributing effectively and efficiently to ensuring sustainable protective environments for the most vulnerable and marginalised children. The evaluation should provide information on successes and areas for improvement, identify best practices, gaps and barriers in the applied approaches, programmatic and strategic choices made in its design and implementation. The evaluation also aims at identifying lessons to be considered for shaping the future engagement of UNICEF in Tajikistan. To achieve the purposes above, the overall objectives of the evaluation are:

1. **Provide an independent assessment of approaches, strategies and interventions** designed and implemented with UNICEF's Protective Environment programme in Tajikistan.
2. **Assess UNICEF's strategic positioning and programmatic choices made**, given government priorities and the changing socio-economic and political context, and COVID-19 challenge in Tajikistan.
3. **Identify good practices which contributed to the achievement of intended results and draw lessons on challenges, gaps, and barriers** that hindered the progress towards ensuring a protective environment for the most vulnerable and marginalised children, looking beyond the traditional vulnerable groups.
4. **Provide forward-looking recommendations** on how to accelerate actions towards reaching the child-protection related targets set in the National Programme for Children 2030 and implementing the recommendations of the 2017 concluding observations.

The evaluation users will be UNICEF, government and partners. The key stakeholders include **state bodies** (particularly the interministerial Commission on Child Rights under the Government of the Republic of Tajikistan, the directorate on Child Rights Protection under the Ministry of Education and Science, and line ministries and agencies responsible for child protection-related policy and services, **civil society organisations** (CSOs), which have primarily cooperated with UNICEF as implementing partners, **UNICEF stakeholders**, such as the Country Office and the Regional Office ECARO, as well as **children and families** as beneficiaries of the programme. A full description of the users / stakeholders is available in the section 2.2 of the Annex 1 (Terms of Reference).

This inception report was prepared based on the following **key steps**:

1. The evaluation team drafted this inception report in collaborative digital format based on the offer according to the terms of reference.
2. UNICEF appointed a Youth Reference Group with representatives of youth involved in their past activities to join the Evaluation Reference Group from UNICEF's side. The draft of the inception report was prepared while UNICEF was sharing key programme documents.

3. The members of the complete reference group have received invitations to join the evaluation's collaborative space on movimentar's management information system (Teamwork Projects), and also joined a Telegram group to support the process.
4. The complete reference group received the inception report and provided feedback on it directly on the document (online). The suggestions have been incorporated and comments have been answered and are available in the comment icon in the collaborative version of this document (available at: <https://movimentar.co/unicef-taj-pe-evaluation>).
5. A virtual kick-off meeting as part of the inception phase with the complete reference group. The presentation is available at: <https://movimentar.co/unicef-taj-kickoff-presentation>. The kick-off meeting has been followed by bi-weekly meetings for follow up and coordination. All process has been documented in movimentar's management information system and is accessible to authorised users (see: <https://movimentar.eu.teamwork.com/#/projects/522254/>)
6. The document was sent to UNICEF's Quality Assurance (QA) external service, while feedback from the reference group was being collected.
7. The evaluation team made the adjustments recommended by the QA and the reference group.

There were no issues emerging from the inception phase. There were no major adaptations to the methods proposed in the TOR.

6. Proposed methodology and tools

As described in the ToR, the **evaluation scope** is supposed to take into consideration the performance of the *Protective Environment* programme, implemented between 2016 and 2022. The geographic scope will be the whole country (e.g. phone survey), with in-depth case studies in two districts, in coordination with the ERG. The evaluation will assess the operational and strategic changes after the midterm strategic moment of reflection in 2018, while at the same time evaluating the convergence of the PE programme with other programme components, involving cross-cutting issues to cover a child's lifecycle. The evaluation will focus on the key components of the programme, including alternative family care, justice for and violence against children, migration effects, children with disabilities, and child protection in emergencies as well as the role of social services. Unless explicitly mentioned, the terminology used here follows the OECD/DAC Glossary of Key Terms in Evaluation⁷.

6.1. Ethical considerations and confidentiality

The data collection will take utmost care with child and youth safeguarding and obtain parental consent prior to interviewing children/adolescents, if necessary. For minors, the evaluation will engage parents and guardians. The interviews will adhere to the GDPR regulations at all times, and avoid situations that may lead to upsetting children or inducing a conflict with their legal representatives. An external ethical board review will be conducted to ensure compliance with the UNICEF ethical procedure for research and evaluations involving children. Confidentiality will be ensured by separating samples which include contact information (e.g. phone survey sample) from the datasets, where respondents anonymity will be preserved. All data collection tools will include the required information to obtain informed consent for participation, which will be clearly mentioned as voluntary.

⁷ OECD (2010) Glossary of Key Terms in Evaluation and Results-Based Management. Available at: <http://goo.gl/p8hKJe>.

All forms will include the clarification and question for informed consent in their introduction section. Participants in face-to-face key-informant interviews will receive a letter with all required information for informed consent and data-protection rights. The evaluation will include minors in conflict with the law, who will not be identified as such in the sample for confidentiality.

We do not foresee any risk for participants in answering the forms. Data collection procedures and environment ensure data security by enforcing strong password encryption of datasets or anonymous data collection. Our team (including local consultants and data collectors who will work in-country) has been requested to complete the [BSAFE training](#), and all personnel collecting data will receive a refreshment training about ethical issues and data protection guidelines, and will be provided with guidance for mitigation.

We suggest the inclusion of the final report and instruments in an internal and external UNICEF searchable database. We believe that research dissemination is key to supporting sustainable human development. However, movimantar will not publish anything without authorisation from UNICEF.

6.2. Approach and methods

The evaluation will employ a participatory, consultative approach, in which representatives of the client and partners will take part in the design, implementation, and analysis of the evaluation's findings. In order to provide a quick overview of the conclusions, the evaluation will employ a simple scoring system for each of the key questions⁸, presented below. Grades and scores are explained in the following table and will be supported by detailed information on the actual findings, the rationale behind the conclusions, and key lessons learned and recommendations.

Table 1: Assessment criteria and scoring for the evaluation

Grade	Score	Qualitative	Explanation
A	4.6 to 5	<i>Very good</i>	The situation is a reference for good practice. Recommendations focus on measures to facilitate replication of good practices in other operations.
B	3.6 to 4.5	<i>Good</i>	The situation is highly satisfactory, largely above average, and potentially a reference for good practice. Recommendations are useful but not vital for the operation.
C	2.6 to 3.5	<i>Regular</i>	The situation is satisfactory, but there are important operational risks and there is room for improvements. Recommendations are important for increasing the likelihood of successful operation.
D	1.6 to 2.5	<i>Poor</i>	There are issues which need to be addressed or else the global performance may be negatively affected. Necessary improvements, however, do not require major revisions of the intervention logic.

⁸ This scoring system and key evaluation questions are based on EuropeAid's methodology of Results Oriented Monitoring. EUROPEAID (2012) ROM Handbook [online]. Available at: <https://europa.eu/capacity4dev/rom/>.

E	1 to 1.5	<i>Very poor</i>	There are deficiencies which are so serious that, if not addressed, they can lead to failure of the operation. Major adjustments of the intervention logic and revision of the strategy are necessary.
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The evaluation will be guided by the “Norms and Standards for Evaluation” and the “Ethical Guidelines for Evaluation” developed by the United Nations Evaluation Group (UNEG) and UNICEF’s corporate guidance for equity focused evaluations. The evaluation was planned and will be implemented with a non-experimental but theory-based design, using mixed-methods and drawing upon secondary data when possible, generating primary data, only, when credible secondary data is not available. We will employ collaborative tools for easing assessment form design to address the concrete needs of the beneficiaries, ground and management staff, with forms available in multiple languages for direct contact with the beneficiaries. Questionnaires will be deployed using [XLSForm standards](#), which allows for digital data collection online and offline with any device with a browser as well as with a dedicated application for tablets and Android phones. This digital data-collection tool is being used by many international development agencies and can speed up interviews and surveys in an integrated way and using cloud platforms even in remote areas. The tool allows for real-time supervision of data collection and includes functionalities such as registration of GPS coordinates, area/distance measurements, photos, audio, video, and all types of quantitative and qualitative data. Using mobile devices to collect data allows for efficiency and quality gains, particularly concerning the prevention of data-quality issues.

In order to avoid bias and improve the validity and reliability of results, this evaluation will combine multiple data sources and data collection methods:

1. **Document review:** Desk review of documents such as photos of programme activities, strategies, statistics, reports, past related evaluations, publications as well as monitoring data, including the *Transmonee database* and similar interview forms. Key sources of secondary data include the Transmonee database, sectoral administrative statistics, as well as studies and literature on topics related to the object of the evaluation (see section 4.3 of the ToR). Social media and clipping data may serve as an alternative source of information, if available. The reference group from the client staff will upload inputs to a virtual folder available at: <https://movimentar.co/unicef-taj-inputs>.
2. **Online survey:** The evaluation team will prepare an anonymous online survey form that will be available online in English, Tajik and Russian for at least two weeks to gather opinions from UNICEF staff and other relevant internal and external stakeholders. Other stakeholders inside UNICEF who have a particular interest in the PE programme evaluation include the Regional Office for Europe and Central Asia (ECARO), and senior management in UNICEF who can draw upon the evaluation findings for regional and corporate learning and accountability purposes. Children and their families are not planned to be reached through the online survey unless there is reliable email data available. The evaluation manager appointed by the client will arrange that client staff fill out the template list provided with names and other contact details of staff and relevant stakeholders, with whom the online questionnaire should be shared. This list will also be used for the phone survey and key-informant interviews. The survey will be sent to

all stakeholders who have an operational email address. The evaluation team will send out the survey using a professional campaign management tool, which will allow the team to monitor participation and send reminders to non-openers and non-clickers throughout the data collection period. There will be no personally identifiable information recorded with online surveys so as to allow respondents to present their critical feedback and suggestions.

3. **Phone survey:** In order to minimise risks related to the Covid-19 pandemic, phone interviews for data collection of local partner staff and beneficiaries can be used, as long as a list of phone numbers of beneficiaries is available. The phone survey should focus on children, youth and their families and be complementary to other primary data sources, as not for all beneficiaries and stakeholders a phone number will be available. This is also important considering the re-registration process kicked-off by the Tajik Telephone Agency announced as part of the unified database of identification numbers of mobile phones (see <https://movimentar.co/3cmKJFo>). This was done by decision of the government to streamline the sale of SIM cards and their implementation only upon presentation of a passport. Re-registration of a subscriber number was free of charge but had to be done by the end of April 2017. Re-register their mobile-phone numbers, subscribers of any cellular company had to take their passports and SIM cards to the nearest service centre of their mobile operators. As a result, there may be phone numbers of beneficiaries that are not valid anymore. This usually requires us to draw a larger sample (twice as large) to compensate for this. We would recommend a sample of 200 phone numbers (one per household) with the goal of reaching 200 households for a 7% confidence interval at 95% confidence level (see more [here](#)). When sharing the resulting data with UNICEF, the evaluation team will separate names from responses using an unique identifier key (UUID) for confidentiality and privacy.
4. **Key-informant individual and group interviews including quantitative and qualitative data:** A selection of beneficiaries, state bodies, civil society organisations, staff, donor agencies and other stakeholders will be interviewed either face-to-face or remotely. UNICEF will fill out a table template provided by movimentar (see: <https://movimentar.co/unicef-taj-stakeholders>). The selection will follow a purposeful sampling design in coordination with the ERG, and seeking to maximise stakeholder diversity of opinions. We expect a total of 25 key-informant individual and group interviews - online and face-to-face (staff, government representatives, NGO representatives, beneficiaries and other stakeholders). In addition to interviews by our staff based in Germany, data collection in English, Tajik and Russian will be carried out by our senior consultant Ilkhom Makhkambaev with the support of our local team of interviewers in Tajikistan. The consultancy team will do all analysis steps in computer syntax in order to ensure maximum transparency and reproducibility with the highest scientific standards. Forms will be translated into local languages to avoid interviewer bias. Primary data generation can involve visits to two regions where interviews will be conducted at both district and regional (oblast) levels. The PE programme's interventions and their integration with other programme components can be examined more comprehensively at the subnational level in at least two districts using a case study approach. These deeper dive regions/districts will be identified in coordination with the client. The KII data collection tools are intended as guides both for structured KIIs and focus group discussions (FGD). Participants will be advised to keep FGDs confidential from anyone outside the groups. Face-to-face KIIs and FGDs will take place as much as possible in open air

with a maximum of 8 participants so as to allow for a distance of 2 meters from each other. The team will use protective masks and will make masks available to the participants, explaining the reasons. KIs with development partners will take place as much as possible through video conferencing tools to mitigate the risk of COVID-19.

Additional information is available in the presentation of the kick-off meeting as part of the inception phase, which is available at: <https://movimentar.co/unicef-taj-kickoff-presentation>.

We use technology tools to speed up our services and minimise the work of our clients' staff in line with the [General Data Protection Regulation](#) (GDPR), guaranteeing the reliability of the field work and the application and processing of surveys with fully reproducible and transparent processes in computer syntax (particularly RMarkdown for statistical computing).

- 1. Project-management application:** The consultancy team will use Teamwork Projects to ease the contract implementation, a web application for project management that keeps all team tasks in one place. The tool facilitates collaboration and work in real time including functionalities such as task assignment, automatic alerts, milestones, Gantt charts, task dashboard, messages, file repository with versioning capabilities, links, time-tracking, billing, and messages. It can be displayed in many different languages.
- 2. Advanced video-conferencing tools** (e.g. Microsoft Teams, Google Meet and GoToMeeting) connect us with our clients in real time through audio and video communication and are a cost-effective alternative to face-to-face meetings or workshops.
- 3. Collaborative online platform for visual collaboration:** The consultancy team will use Mural (<https://www.mural.co>), a digital workspace for visual collaboration. The tool uses principles of traditional workshop facilitation translated to a digital environment. A private room can be opened on the movimentar account, which could contain outputs such as a participatory SWOT analysis, problem analysis, risk analysis, and the stakeholder analysis.
- 4. Collaborative document-editing tools:** Collaboration on digital documents and shared presentations (e.g., OneDrive/Google Workspace) allow for an easy workflow including expertise of ground staff from our clients. These tools will help to quickly design, translate, and revise the forms collaboratively for maximum efficiency and quality.
- 5. Cloud database and backups:** The consulting team will set up an aggregator and a cloud database using tools designed for development and humanitarian projects.
- 6. Data science tools and project analytics:** We will prepare the report using Rmarkdown syntax, developed using a private repository on our institutional account on Github. This tool allows for advanced plotting and algorithms to perform both advanced qualitative and quantitative data analysis, including artificial intelligence for regression modelling as well as sentiment/emotion analysis. We also have advanced expertise in geospatial analysis and can produce custom maps with QGIS (<http://www.qgis.org/>) as well as other georeferenced information systems (GIS).

6.3. Key questions

This evaluation follows the principle of having few yet well-focused questions. The key evaluation questions are presented below, separated by main topics. These key questions are based on the OECD/DAC criteria. An equivalence table indicating the correspondence of the questions below with the ToR questions is available in the annexes. The ToR questions will be covered as sub-questions of those questions below.

Relevance

- 1.1. What is the relevance of the programme considering the needs and priorities of its key beneficiaries?
- 1.2. To what extent is the programme design appropriate to achieve the intended outcomes and impact (including intervention logic, approach, structure, components and assumptions)?
- 1.3. To what extent did the programme design take sufficient account of cross-cutting issues (e.g., gender, minorities, persons with disabilities, and the environment)?
- 1.4. How well have the different needs of vulnerable girls and boys been considered?

Coherence

- 2.1. What has been the contribution of the programme to improved local and national policies?
- 2.2. To what extent other child protection activities by UNICEF and partners, especially social policy and social protection, reinforced the Protection Environment programme?
- 2.3. How well did the programme use a cross-sectoral and integrated approach while using vulnerability criteria developed within UNICEF Tajikistan?
- 2.4. To what extent has the programme coordinated with development partners and other UN agencies to avoid overlaps, leverage contributions and catalyse joint work?
- 2.5. How closely is the programme aligned with sustainable development goals (external coherence)?

Effectiveness

- 3.1. To what extent have the objectives and results of the programme been achieved?
- 3.2. How well was the programme implementation adapted to the major factors (internal and external) influencing the achievement or non-achievement of the objectives and results?
- 3.3. To what extent have the recommendations of earlier evaluations been implemented into the programme?

Efficiency

- 4.1. How adequate was the management quality and efficiency (including work planning, procurement, financial resource management, budget allocation, and timely outputs)?
- 4.2. To what extent is the programme output data efficiently used for national/regional advocacy?
- 4.3. How functional, sufficient, and goal-oriented is the programme-management system (including technical expertise as well as monitoring, planning, and reporting systems)?

Impact

- 5.1. How well has the programme had direct impacts at its overall-objective level?
- 5.2. To what extent does/will the programme have any indirect positive and/or negative impacts (i.e., environmental, social, cultural, gender, and economic)?

5.3. How well have the implemented interventions/activities contributed to ensuring a protective environment for children?

5.4. To what extent has the programme advanced children’s rights?

Sustainability

6.1. To what extent have the interventions had a sustainable effect on local, regional, and national level?

6.2. To what extent has the local ownership of partners been considered in the implementation of the programme?

6.3. To what extent will the target groups and beneficiaries continue to use the benefits after the support has ended (long-term orientation)?

6.4. What is the contribution of the programme to the institutional capacity of local partners?

6.4. Engagement of youth in the evaluation

The evaluation will engage youth mobilised by UNICEF Tajikistan in previous activities. This should contribute to ensure youth participation, ownership and maximise the overall relevance of the evaluation results. The process will also contribute to developing local capacities of research design, data collection and report writing. The evaluation team will create a Telegram group where key evaluation outputs will be available for collaborative editing and feedback. The involvement of the reference youth group can include:

1. Participation in follow-up meetings for the introduction of the draft inception report and tasks;
2. Feedback about the inception report using collaborative document editing tools;
3. Feedback about the data collection forms including translations to Tajik and Russian;
4. Review of video tutorials and participation in any training workshop for data collection;
5. Data collection under the supervision of our national evaluation team;
6. Feedback about the draft evaluation report using collaborative document editing tools;
7. Participation in debriefing and validation workshop.

6.5. Methodological limitations

Key methodological limitations are presented in the table below including mitigation strategies.

#	Limitations	Mitigation
1	Exposure of beneficiaries to COVID-19 during interviews	Our approach has always been to use digital technology to save resources and CO ² -emissions related to travels; we have thus gained a lot of experience in remote support of development projects, which is now particularly useful in the context of the Covid-19 pandemic. We will provide support via conference calls, online workshops, and video classes and will use collaborative documents. Our consultant based in Dushanbe will be carrying out the data collection, training, and working with local data collectors in the field, if necessary. The data collectors will adhere to the local Covid-19 provisions at all times during data collection.
2	Low response rate in the online survey	The evaluation team will coordinate with UNICEF so that it is possible to receive a sufficiently large list of key stakeholders. The survey will be sent to all stakeholders who have an operational email address. The

		evaluation team will send out the survey using a professional campaign management tool, which will allow the team to monitor participation and send reminders to non-openers and non-clickers throughout the data collection period.
3	Low representation of highly vulnerable groups due to limited access to ICTs	The local team will undertake key-informant interviews (incl. group interviews) focusing on highly vulnerable boys and girls. The outreach of the phone survey in terms of vulnerability will depend on the access of beneficiaries to mobile phones. Considering the high number of mobile cellular subscriptions per 100 people in Tajikistan (112 as from the latest data in 2017) compared to the OECD members (116 as of 2020), we can assume that access to telecommunications is sufficient to avoid major distortions in the representation of the programme's beneficiaries ⁹ .

6.5. Quality assurance

Quality assurance will take place on a daily basis mainly through movimentar's project-management platforms (management information systems – MIS), which will ease communication, coordination, and file sharing, including deployment of tutorials for training interviewers. Our team will also be in close contact through our internal Microsoft Teams account, and will create messenger groups for coordination with the ERG on services such as Telegram or WhatsApp. The team will use fast feedback cycles and collaborative documents to allow for easy incorporation of feedback, while minimising the time required from the members of the ERG. We will deploy the digital questionnaires using Open Data Kit (ODK), which allows for data collection with low-cost mobile devices including computers, tablets and Android phones. The tool allows for real-time supervision of data collection / quality assurance, which includes scripts to prevent data-entry mistake. Digital data collection can significantly shorten the feedback loop from data collection to course-correction, allowing staff to identify challenges with real-time data and address issues at a rapid pace. Using the ODK tool through mobile devices to collect multispectrum data allows for efficiency and quality gains, particularly concerning prevention of data-quality issues (paper questionnaires substantially increase the likelihood of data-entry mistakes and require significantly more time and data-entry clerks to transfer data from paper to an electronic format).

We undertook several internal tests (simulations). Data collection tools and informed consent form will be pre-tested once we have received the approval from the ethical review. This is standard procedure as we plan to use digital devices (e.g. smartphones, tablets or laptops) which include data-quality rules in its programming. We usually pre-test as part of the data collection process for efficiency. Depending on the data quality, we consider the data as part of the official dataset.

⁹ World Bank (2021) Available at: <https://data.worldbank.org/indicator/IT.CEL.SETS.P2>

7. Outline of the evaluation report

The following item list presents the tentative outline for the evaluation report. This outline can be expanded to include an in-depth analysis of other aspects.

1. Key facts and figures
2. Executive Summary
3. List of abbreviations and acronyms
4. Introduction
 - 4.1. The programme strategy and its theory of change
 - 4.2. Intervention logic
 - 4.2.1. Objectives
 - 4.2.2. Expected outcomes, outputs and activities
5. Methodological approach
 - 5.1. Purpose
 - 5.2. Objectives
 - 5.3. Purpose and scope
 - 5.4. Key questions
 - 5.5. Approach and methods
 - 5.5.1. Limitations
6. Findings
 - 6.1. Document review
 - 6.2. Online survey
 - 6.3. Individual interviews with beneficiaries
 - 6.4. Focus group discussions
 - 6.5. Key-informant interviews
7. Conclusions
 - 7.1. Relevance
 - 7.2. Coherence
 - 7.3. Effectiveness
 - 7.4. Efficiency
 - 7.5. Impact
 - 7.6. Sustainability
8. Recommendations and lessons learned
9. References
10. Annexes
 - 10.1. Terms of reference
 - 10.2. Inception report
 - 10.3. Data-collection instruments
 - 10.4. Data sets
 - 10.5. List of participants
 - 10.6. Secondary sources

8. Indicative work plan and services

The evaluation will be conducted between October 2021 and February 2022 with a total of 65 working days. The data collection will be carried out in November and December 2021. This is an indicative work plan that can be revised during the inception phase. A live Gantt chart can be accessed at <https://movimentar.eu.teamwork.com/>.

Time frame	Task breakdown
4 October	Setting the teamwork portal: Preparing a detailed task breakdown, coordinating work with the contact person, requesting documents, and sharing template. Creation of collaborative space in our project-management space, which will help sharing documents and ease the communication, project implementation, and monitoring of the assignment. All required documents can be uploaded and allocated for the whole team.
8 October	Virtual kick-off meeting: Briefing and presenting the work plan, methodologies and procedures prior to the start of the review and evaluation process.
7 October to 1 November	Reviewing provided data: Revision of the introductory documents, all programme-related documents, reports, review of proposal and budgets and contracts between the client and its partners and contractors provided by the client, discussion on strategic layout and draft of the work plan, which includes key research questions and methodology aligned with the objective and scope of the study. Introduction of strategies, on how to overcome regional limitations, such as data-availability, in the data-collection process.
5 to 11 October	Drafting inception report including methodology, incorporation of the key findings of the desk review and the inception mission.
11 October	Submission of draft inception report followed by teleconferences with client and partner staff to collect feedback on the inception report, assignment planning outputs, and methodology. The plan includes the overall study design and methodology with a description of the data-collection methods and data-analysis techniques and a timeframe for the activities. Incorporation of all the required changes and finalisation of the inception report.
7 October to 10 November (depends on time needed for feedback and ethical review)	Preparing data collection: Design and preparation of data-collection forms for evaluating the key questions mentioned in the ToR in consultation with the client and local staff. In close cooperation, participants for interviews will be identified. Data collection will take place using online forms, phone interviews, and face-to-face key informant semi-structured interviews. If necessary, an ethics review of the data collection approach and all data collection tools should be arranged by UNICEF.
11 November to 10 December	Data collection including a training workshop: Data will be collected in selected areas and be sent to the aggregator. movimentar will provide support to the interviewers.
25 October to 6 January	Programming analysis of data and writing the draft report: Quantitative and qualitative data analysis, cleaning data, and preparing an analytical report. The draft report will be a full version of the final report and include the executive summary.
7 January	Finalisation and submission of draft report.
7 January	Presentation of preliminary results to UNICEF's CO staff and other stakeholders.
6 to 31 January	Relevant stakeholders will provide feedback within an indicative time of 14 days of submission of the draft report. movimentar will keep flexible.

20 January to 10 February	Linguistic and qualitative review of the deliverables after the inclusion feedback and recommendations from the stakeholders in the report within working days.
10 February	Submission of the final report along with an online presentation of final results.

9. Summary of general conditions

9.1. Outputs

- Online kick-off meeting.
- Inception report.
- Digital data collection forms in XLSForm format.
- Set-up of a KoBoToolbox account.
- Continuous remote support during the data collection.
- Project space in Teamwork Projects (management information system) for the assignment duration.
- Preliminary results of evaluation (PowerPoint presentation in English).
- Draft evaluation report (max. 60 pages).
- Final evaluation report (max. 60 pages, excluding annexes, e.g. Volume A - main report and Volume B - Annexes).
- Presentation of key findings.
- Executive summary with recommendations for implementation (max. 5 pages).
- Presentation of evaluation findings, including PowerPoint presentation.

9.2. Proposed key team and work packages:

- **Eduardo W. Ferreira, PhD – Senior evaluator based in Germany:** Will be responsible for the quality of the evaluation. Form design, data collection, and data analysis will be carried out under his supervision.
- **Ilkhom Makhkambaev, MA – Senior consultant based in Dushanbe, Tajikistan:** Will be responsible for travels in the field, collecting data, conducting interviews, and translation. If required, he will hire additional support staff to facilitate the work.
- Local interviewer team including youth members under the supervision of our national senior consultant.
- Consultancy, data-science, and support team of movimentar GmbH.

10. Annexes

Annex 1: Terms of reference

The document with the terms of references is available at <http://movimentar.co/unicef-taj-pe-eval-tor>.

Annex 2: Data-collection tools

View-only versions of the data-collection tools are available in the following links:

- Phone interview form: <https://ee.humanitarianresponse.info/preview/gjKYrDD8>
- Key-informant interview form: <https://ee.humanitarianresponse.info/preview/cZc9iJ7l>
- Key-informant interview guides: <https://movimentar.co/unicef-kii-guides-en>
- Online survey form: <https://ee.humanitarianresponse.info/preview/FvdtAHk5>

Annex 3: Evaluation matrix

The evaluation design follows a participatory, consultative approach, where the different stakeholders will rate the programme performance as from the evaluation questions considering a 5-item scale from "very good" to "very poor". Please see table 1 (Assessment criteria and scoring for the evaluation). The evaluation team will convert the ratings to numeric scores and compute aggregate scores for each of the OECD/DAC criteria. Based on these scores and the qualitative data provided by the participants, the evaluation team will attribute its own scores to each of the questions in the evaluation matrix. Based on this design, indicators for each question do not apply. All questions will be measured using scores from the phone interviews and online survey with staff and key stakeholders apart from the beneficiaries.

Evaluation questions	Indicator/ Judgement Criteria	Data Collection Methods	Stakeholder Groups to be Consulted
1. Relevance			
1.1. What is the relevance of the programme considering the needs and priorities of its key beneficiaries?	1.1 The programme's interventions effectively reflected the needs identified in the planning stage and reflected the needs of the beneficiaries.	Review of documents and data provided	National Government Ministries and Departments
1.2. To what extent is the programme design appropriate to achieve the intended outcomes and impact (including intervention logic, approach, structure, components and assumptions)?	1.2 The programme design was based on sound intervention logic/ToC, appropriately designed programme components and activities, and appropriate integration in UNICEF's country programme.	Phone interviews Semi-structured interviews Online survey	Local Government UNICEF and other UN Agencies CSOs
1.3. To what extent did the programme design take sufficient account of cross-cutting issues (e.g., gender, minorities, persons with disabilities, and the environment)?	1.3 Programme design followed a Right-based approach and Leave No One Behind principles and appropriately followed needs and demands of different target groups, particularly vulnerable groups.		Beneficiaries (children, youth and their families)
1.4. How well have the different needs of girls and boys been considered?	1.4 The Programme included gender mainstreaming components and reached female and male beneficiaries equally well.		

2. Coherence			
2.1. What has been the degree of interaction between the programme and policy level nationally?	2.1 Programme design considered policy conditions and implementation accompanied by formalised coordination components between programme and national government.	Review of documents and data provided	National Government Ministries and Departments
2.2. To what extent other child protection activities by UNICEF and partners, especially social policy and social protection, reinforced the Protection Environment programme?	2.2 Programme well integrated with other UNICEF programmes under UNICEF's Country Programme.	Semi-structured interviews	Local Government
2.3. How well did the programme use a cross-sectoral and integrated approach while using vulnerability criteria developed within UNICEF Tajikistan?	2.3 Programme design and implementation considered vulnerability criteria and followed a holistic approach considering sectoral interdependencies.	Online survey	UNICEF and other UN Agencies
2.4. To what extent has UNICEF PE programme coordinated with development partners and other UN agencies to avoid overlaps, leverage contributions and catalyse joint work?	2.4 Programme in line with Country Programme, designed in coordination with other UN agencies, coordination with other UN agencies throughout the implementation period.		CSOs
2.5. How closely is the programme aligned with sustainable development goals (external coherence)?	2.5 Programme design in line with one or more SDG indicators.		
3. Effectiveness			
3.1. To what extent have the objectives and results of the programme been achieved?	3.1 Programme output and outcome indicators were achieved as from the initial goals with high satisfaction expressed by key stakeholders.	Review of documents and data provided	National Government Ministries and Departments
		Phone interviews	Local Government

<p>3.2. How well was the programme implementation adapted to the major factors (internal and external) influencing the achievement or non-achievement of the objectives and results?</p>	<p>3.2 Implementation appropriately adjusted to external and internal factors to keep project implementation within implementation plan while maintaining service quality. Programme review and planning meetings took place with adaptations to initial plans based on context changes.</p>	<p>Semi-structured interviews Online survey</p>	<p>UNICEF and other UN Agencies CSOs Beneficiaries (children and their families)</p>
<p>3.3 To what extent have the recommendations of earlier evaluations been implemented into the programme?</p>	<p>3.3 Adaptation of design and programme implementation based on previous evaluation results.</p>		
<p>4.1. How adequate was the management quality and efficiency (including work planning, procurement, financial resource management, budget allocation, and timely outputs)?</p>	<p>3.4 Programme based on an effective management system and clearly defined procedures, implementation within time- and budget limits. Use of management information systems and databases.</p>		
4. Efficiency			
<p>4.2. To what extent is the programme output data efficiently used for national/regional advocacy?</p>	<p>4.1 Outputs were systematically and timely registered and analysed, data was shared with national and regional partners and used to influence government actions and public policy decisions.</p>	<p>Review of documents and data provided Phone interviews</p>	<p>National Government Ministries and Departments Local Government</p>
<p>4.3 How functional, sufficient, and goal-oriented is the programme-management system (including technical expertise as well as monitoring, planning, and reporting systems)?</p>	<p>4.2 The PMS followed clearly defined procedures and allowed for efficient project management and appropriate programme adjustments to changing internal and external factors.</p>	<p>Semi-structured interviews Online survey</p>	<p>UNICEF and other UN Agencies CSOs Beneficiaries (children and their families)</p>

5. Impact			
5.1. How well has the programme had direct impacts at its overall-objective level?	5.1 The Programme achieved pre-defined outcome indicator targets and stakeholders assessed the project's impact positively.	Review of documents and data provided	National Government Ministries and Departments
5.2. To what extent does/will the programme have any indirect positive and/or negative impacts (i.e., environmental, social, cultural, gender, and economic)?	5.2 Evidence that the programme generated measurable improvements for beneficiaries. Opinions from key stakeholders indicate any indirect impacts.	Phone interviews Semi-structured interviews Online survey	Local Government UNICEF and other UN Agencies CSOs
5.3. How well have the implemented interventions/activities contributed to ensuring a protective environment for children?	5.3 Extent to which the programme has achieved its outcome indicators and assessment of stakeholders and beneficiaries.		Beneficiaries (children and their families)
5.4. To what extent has the programme advanced children's rights?	5.4 Evidence that the government has taken legal and/or policy measures to further develop children's rights. Opinions from key stakeholders about the programme contribution to children's rights.		
6. Sustainability			
6.1. To what extent have the interventions had a sustainable effect on local, regional, and national level?	6.1 Extent to which the programme has influenced local, regional, and national policies and public services, and extent to which public representatives and families identify child protection policies as public responsibility. Opinions from key stakeholders about the programme's sustainability.	Review of documents and data provided Phone interviews Semi-structured interviews	National Government Ministries and Departments Local Government UNICEF and other UN Agencies
6.2. To what extent has the local ownership of partners been considered in the implementation of the programme?	6.2 Extent to which implementing partners assess their ownership of the programme positively. Participation of key stakeholders in any kick-off,	Online survey	CSOs

	planning or review meetings during the implementation.		Beneficiaries (children and their families)
6.3. To what extent will the target groups and beneficiaries continue to use the benefits after the support has ended (long-term orientation)?	6.3 Extent to which beneficiaries and their families identify a sustainable effect on their life and extent to which government structures (local, regional, national) will continue with project components. Opinions from key stakeholders about the potential continuation of the generated benefits, if any.		
6.4. What is the contribution of the programme to the institutional capacity of local partners?	6.4 Extent to which the programme has strengthened the structures and capacities of implementing partners beyond the programme implementation. Opinions from key stakeholders about the programme contribution to building local capacities.		

Annex 4: Equivalence table of questions

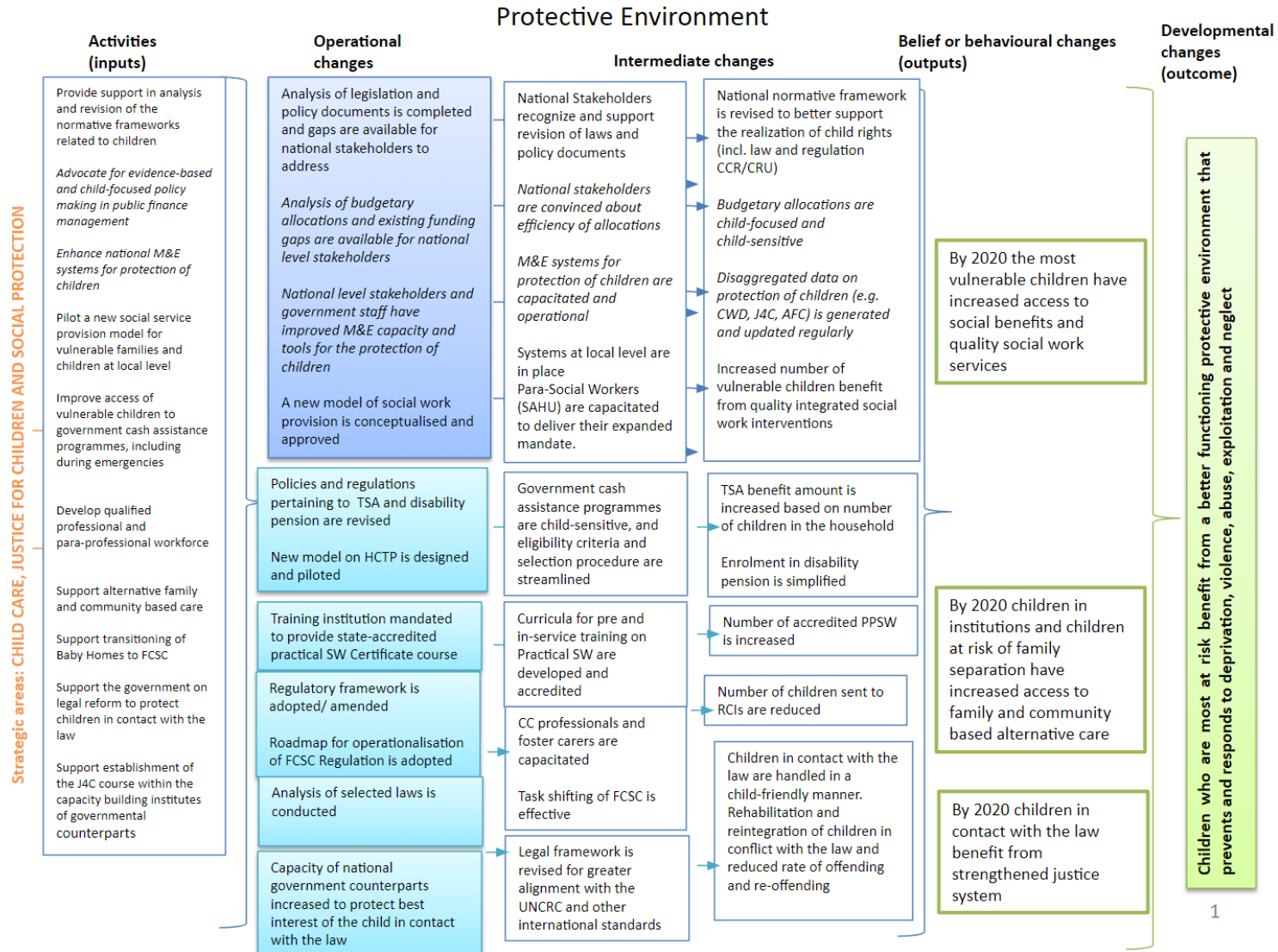
Criteria	Evaluation questions	Questions as from the TOR
Relevance	1.1. What is the relevance of the programme considering the needs and priorities of its key beneficiaries?	2. Have the implementation strategies been relevant for the context, including in emergencies or in covid-19 crisis?
Relevance	1.2. To what extent is the programme design appropriate to achieve the intended outcomes and impact (including intervention logic, approach, structure, components and assumptions)?	
Relevance	1.3. To what extent did the programme design take sufficient account of cross-cutting issues (e.g., gender, minorities, persons with disabilities, and the environment)?	

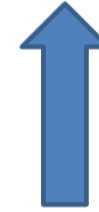
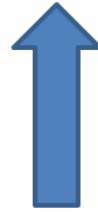
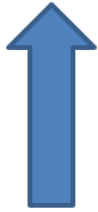
Relevance	1.4. How well have the different needs of vulnerable girls and boys been considered?	1. To what extent has UNICEF ensured that the needs of vulnerable boys and girls have been considered in the planning and implementation of the PE programme?
Coherence	2.1. What has been the degree of interaction between the programme and policy level nationally?	3. Has the PE programme been able to deliver against the organisational strategic plan priorities, and the regional priorities?
Coherence	2.2. To what extent other child protection activities by UNICEF and partners, especially social policy and social protection, reinforced the Protection Environment programme?	5. To what extent other CP programme components, especially social policy and social protection, reinforced the PE programme to leverage the contribution that UNICEF makes towards expected results?
Coherence	2.3. How well did the programme use a cross-sectoral and integrated approach while using vulnerability criteria developed within UNICEF Tajikistan?	5.1. How did the components of the PE programmes contribute to the overall goal of protecting the most vulnerable using a cross- sectoral and integrated approach while using vulnerability criteria developed within the office?
Coherence	2.4. To what extent has the programme coordinated with development partners and other UN agencies to avoid overlaps, leverage contributions and catalyse joint work?	6. To what extent has UNICEF PE programme coordinated with development partners and other UN agencies to avoid overlaps, leverage contributions and catalyse joint work?
Coherence	2.5. How closely is the programme aligned with sustainable development goals (external coherence)?	
Effectiveness	3.1. To what extent have the objectives and results of the programme been achieved?	7. To what extent have the PE programme results been achieved? 10. How effective has the PE programme been in its contribution to social norm change?
Effectiveness	3.2. How well was the programme implementation adapted to the major factors (internal and external) influencing the achievement or non-achievement of the objectives and results?	8. What were the most effective strategies, approaches or interventions that helped achieve the PE results? 9. What impeded the achievement of the results? What internal and external factors either contributed or hindered the achievement of the results?

Effectiveness	3.3 To what extent have the recommendations of earlier evaluations been implemented into the programme?	14. To what extent structural and operational changes resulting from the Strategic Moment of Reflection 2018 has contributed to the PE programme's effectiveness?
Efficiency	4.1. How adequate was the management quality and efficiency (including work planning, procurement, financial resource management, budget allocation, and timely outputs)?	12. To what extent have the resources (financial and human resources) allocated by the CO been appropriate to support the implementation of strategies and achievement of PE programme's results and, if not, what could be done to ensure resources match programmatic ambitions and needs? 13. Have opportunities to enhance programme effectiveness and mitigate risks been appropriately managed?
Efficiency	4.2. To what extent is the programme output data efficiently used for national/regional advocacy?	
Efficiency	4.3 How functional, sufficient, and goal-oriented is the programme-management system (including technical expertise as well as monitoring, planning, and reporting systems)?	4. Has the PE programme been adequately informed by the evidence? If not, what were the evidence gaps? 15. Was there any noticeable management gap in implementation of the PE programme? If so, how did it affect the programme?
Impact	5.1. How well has the programme had direct impacts at its overall-objective level?	
Impact	5.2. To what extent does/will the programme have any indirect positive and/or negative impacts (i.e., environmental, social, cultural, gender, and economic)?	11. Were there any unintended negative or positive outcomes and, if so, were they appropriately managed?
Impact	5.3. How well have the implemented interventions/activities contributed to ensuring a protective environment for children?	18. To what extent can UNICEF be considered to have made a contribution to observed progress in ensuring protective environments for girls and boys, especially the most vulnerable?
Impact	5.4. To what extent has the programme advanced children's rights?	19. To what extent has UNICEF managed to advance child rights focusing on the most vulnerable boys, girls and youth at risk of being left behind whilst simultaneously making a contribution at scale?

Sustainability	6.1. To what extent have the interventions had a sustainable effect on local, regional, and national level?	16. To what extent are the results of the PE programme at district, regional and national levels sustainable?
Sustainability	6.2. To what extent has the local ownership of partners been considered in the implementation of the programme?	
Sustainability	6.3. To what extent will the target groups and beneficiaries continue to use the benefits after the support has ended (long-term orientation)?	16.1. Are the conditions to continue and/or scale up the PE programme interventions to benefit the most marginalised boys and girls in place?
Sustainability	6.4. What is the contribution of the programme to the institutional capacity of local partners?	17. In the shorter and longer-term, what opportunities can be identified to enhance sustainability of the programme and diminish risks?

Annex 5: Theory of Change (PE programme)





RISKS AND ASSUMPTIONS:

Enabling environment:

- Government officials agree to revise legislation relevant to child rights in a coherent and coordinated manner
- Government does not reduce budgetary allocations for social sector due to economic crisis and emergencies and children remain a priority area on the Government's agenda
- Transparency and openness of the Government remain at sufficient level
- Disaggregated data collection will be supported by Government structures and will support evidence-based decision-making
- The Ombudsman for Child Rights is willing to have its capacity enhanced to deliver its functions, in particular to play its "watchdog" role effectively
- The Commissions on Child Rights and the Child Rights Units at national and local levels have enough authority and clout as well as human and financial capacity to successfully engage cross-sectorally to monitor and advocate for child rights
- The Ministry of Justice and the Dept. of Child Rights in the Presidential Executive Office are willing to develop a new National Plan of Action on Justice for Children in a collaborative, coordinated and evidence-based manner

Capacity for service provision:

- Local capacity exists to provide PSS and child protection services in emergencies
- Local governments support application of innovative models to service provision (e.g. Community-Based Rehabilitation for children with disabilities)
- Government supports the gradual transformation of the four baby homes that exist in the country into family support services as well as finding alternative family care options for children already institutionalized
- Central and local governments support the capacity development of the Social Assistance at Home Units and other social services staff to provide quality services to vulnerable children

Social norms:

- Caregivers believe that violence is not acceptable for raising a child
- Caregivers believe that residential child care facilities are not the best living arrangement for children
- Government and media stop promoting residential child care
- Communities and parents believe in and support integration of children with disabilities and can access relevant services
- Ministry of Education supports review and reform of CAEs and approaches to re-integrate children who have been in conflict with the law in the mainstream education system
- The punitive mindset predominantly found among Government officials (towards children and their caregivers) gradually shifts towards a more inclusive and restorative one.

Annex 6: Informed consent form for face-to-face interviews

Evaluation of UNICEF’s Protective Environment programme in Tajikistan (2016-2022)

We belong to an independent team that is evaluating the work of UNICEF Tajikistan’s Protective Environment programme. UNICEF recommended your participation. They consider your points of view crucial for evaluating the work done and better respond to your needs.

Your participation is voluntary and your responses will be handled strictly confidential. Your responses will be stored separately from your contact data, so that even UNICEF will not be able to identify the participants.

If you are participating in a group interview, also called Focus Group Discussion, we want to ask you to keep any details of this discussion, including statements made by you or other participants, strictly confidential and not share it with anyone outside this group.

Agreeing to participate in this interview does not guarantee any kind of future support or benefits. Your participation is voluntary and by taking part you are giving your consent that we store the data and use it to support UNICEF’s work.

The interviews will take between 30 and 50 minutes to complete. All results will be aggregated to ensure your anonymity. The results will be disseminated as part of the evaluation report as well as UNICEF webpage and newsletters.

Raw data will be stored securely on a password protected server to which only a limited group of people will have access. You are entitled to a copy of the data and may withdraw consent at any time in writing (support@movimentar.eu) so that we can delete your information. You can get in contact with us by **email**: support@movimentar.eu and by the **local phone**: 093 577 2323. If you want additional information on the assignment, you can also contact the local UNICEF office at 5/1 Lohuti St.(former Lotus hotel), Dushanbe, Tajikistan.

Declaration by the interviewer:

I have given this document to the participant to read or have read and explained it to her/him and have answered all her/his questions regarding its content.	Name: _____ Signature/Date:
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By signing this Participant Consent Form, I confirm that:

1. I have read and understood this document. All my questions have been answered.
2. I am signing this document freely and willingly.
3. I will not ask UNICEF for any payments for the provision of my data.

Participant Consent:

I allow the interviewer and UNICEF to collect, transfer, store and use my data for the described purposes.	Name: _____ Signature/Date:
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Annex 7: Informed consent form for legal guardians/ parents

Evaluation of UNICEF’s Protective Environment programme in Tajikistan (2016-2022)

We belong to an independent team that is evaluating the work of UNICEF Tajikistan’s Protective Environment programme. UNICEF recommended the participation of your child/ward in this evaluation. They consider her/his points of view crucial for evaluating the work done and better respond to your needs.

Since your child/ward has not reached the age of 18, we require your consent to proceed with the interview, which we hereby would like to request. The participation is fully voluntary and all responses will be handled strictly confidential. All responses will be stored separately from any contact data, so that even UNICEF will not be able to identify the participants.

If your child/ward is participating in a group interview, also called Focus Group Discussion, and tells you details about the discussion, we want to ask you to keep any details strictly confidential and not share it with anyone else.

Agreeing to the participation in this interview does not guarantee any kind of future support or benefits. Similarly, if you do not consent, this will have no negative consequences for you or your child either. By allowing the participation of your child/ward to take part you are giving your consent that we store the data and use it to support UNICEF’s work. The interviews will take between 30 and 50 minutes to complete. All results will be aggregated to ensure anonymity. The results will be disseminated as part of the evaluation report as well as UNICEF webpage and newsletters.

Raw data will be stored securely on a password protected server to which only a limited group of people will have access. You are entitled to a copy of the data and may withdraw consent at any time in writing (support@movimentar.eu) so that we can delete your information. You can get in contact with us by **email**: support@movimentar.eu and by the **local phone**: 093 577 2323. If you want additional information on the assignment, you can also contact the local UNICEF office at 5/1 Lohuti St.(former Lotus hotel), Dushanbe, Tajikistan.

Declaration by the interviewer:

<p>I have given this document to the legal guardian/parent to read or have read and explained it to her/him and have answered all her/his questions regarding its content.</p>	<p>Name:</p> <hr/> <p>Signature/Date:</p>
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By signing this Participant Consent Form, I confirm that:

1. I have read and understood this document. All my questions have been answered.
2. I am signing this document freely and willingly.
3. I will not ask UNICEF for any payments for the provision of my data.

Legal Guardian Consent:

<p>I allow the interviewer and UNICEF to carry out the interview with my child/ward, and collect, transfer, store and use the data for the described purposes.</p>	<p>Name:</p> <hr/> <p>Signature/Date:</p>
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Annex 8: Informed assent form for minor

Evaluation of UNICEF’s Protective Environment programme in Tajikistan (2016-2022)

We belong to an independent team that is evaluating the work of UNICEF in Tajikistan. UNICEF is an agency of the United Nations, which is responsible for supporting children worldwide. You have been taking part in a programme which has been supported by UNICEF. We would like to ask you some questions concerning your experiences in the project. Your opinions are very important for the evaluation of this project.

Your participation is voluntary and your responses will be handled strictly confidential. Your responses will be stored separately from your contact information, so that even UNICEF will not be able to identify the participants. We have already asked your parents/legal guardians if they agree to your participation in this interview. This does of course not mean that you must participate. If you do not want to take part in this interview for whatever reason this is no problem. If you do not want to participate, there will be no negative consequences. Agreeing to participate does also not guarantee any kind of future support or benefits.

If you are participating in a group interview, also called Focus Group Discussion, we want to ask you to keep any details of this discussion, including things said by other participants, strictly confidential and not share it with anyone outside this group.

Your participation is voluntary and by taking part you are giving your consent that we store the data and use it to support UNICEF’s work. The interviews will take between 30 and 50 minutes to complete. The results will be disseminated as part of the evaluation report, on the UNICEF website and newsletters.

If we should send you a copy of the data or if you want us to delete your data, your parents can contact us by **email** (support@movimentar.eu) and by the **local phone** 093 577 2323.

Declaration by the interviewer:

I have given this document to the participant to read or have read and explained it to her/him and have answered all her/his questions regarding its content.	Name: _____ Signature/Date:
---	---------------------------------------

By signing this Participant Consent Form, I confirm that:

1. I have read and understood this document. All my questions have been answered.
2. I am signing this document freely and willingly.
3. I will not ask UNICEF for any payments for the provision of my data.

Participant Consent:

I allow the interviewer and UNICEF to collect, transfer, store and use my data for the described purposes.	Name: _____ Signature/Date:
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Annex 9: Emergency protocol

Emergency protocol - Evaluation of the Protective Environment programme

Purpose

This emergency protocol has been developed in order to provide guidance to data collectors on how to appropriately react when observing one of the following in participants during interviews:

- Signs of abuse, both mentally and physically.
- Signs of suicidal tendencies.
- Other forms of physical danger to children.

If you are faced with a life-threatening medical and/or mental health emergency:

1. For life-threatening emergencies call 112 and add a comment at the end of the form describing your impressions.
2. For mental health emergencies call (992) 1313. This is the 24-hour hotline number of the Committee on Women and Family Affairs under the Government of the Republic of Tajikistan. Through the hotline you will have access to legal and gender experts, domestic violence prevention and gender equality psychologists, and lawyers, depending on the situation. The number is free for all Tajik mobile operators.
3. Call the local senior consultant Ilkhom Makhkambaev at (992) 935 772 323 and provide him with information about the emergency situation. He will inform the evaluation management team and the client about the situation.
4. If appropriate, inform the legal guardians about the situation.

If the situation is more a sense of urgency than a true emergency:

1. If you notice signs of abuse, please call (992) 1313, and add a comment at the end of the form describing your impressions.
2. If you notice signs of psychological distress or even suicidal tendencies in participants, please call (992) 1313, and add a comment at the end of the form describing your impressions.
3. In cases of psychological distress and if appropriate, also contact the legal guardians. In cases of abuse, do not contact the legal guardians but follow the instructions provided through the hotline.
4. Call the senior consultant or leave a message if he is unavailable. He will inform the evaluation management team about the process.