

UNICEF STATE OF PALESTINE
TERMS OF REFERENCE
FOR EVALUATION TEAM – Individual International Contractors

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| Title | External evaluation of the programme titled: “Safeguarding Children’s Rights in East Jerusalem” |
| Purpose | Formative evaluation of the East Jerusalem programme to provide evidence and recommendations on the outcomes or results of the protection project on the lives of beneficiaries that can be attributed to United Nations Children's Fund (UNICEF) interventions. |
| Location | East Jerusalem in State of Palestine |
| Reporting to | Shereen Obaid, Monitoring and Evaluation Specialist |
| Duration | 41 days over three months |
| Start Date | 1 June – 30 August 2020 |

I. PART ONE – External

1. Background

1.1 Situation

The State of Palestine (SoP) consists of the West Bank, including East Jerusalem, and the Gaza Strip (Gaza). SoP has a population of approximately 4.8 million, of which an estimated 2.9 million people live in the West Bank and 1.9 million in Gaza. Almost three quarters of the population live in urban areas, compared to 17 per cent in rural areas and 9 per cent in refugee camps. The population is predominantly young (39 per cent are under the age of 15 years and 30 per cent are aged 15 to 29 years) and is likely to remain so in the coming decades given the high fertility rates (3.7 in the West Bank and 4.5 in the Gaza Strip). The population has almost doubled over the past 50 years and is projected to double again to roughly 9.8 million by 2050.

Palestinian children living in occupied East Jerusalem are growing up in extremely difficult political and socio-economic conditions. Politically related violence and clashes due to Israeli Force (IF) presence, Israeli settlers and their security guards coupled with the restricted services in East Jerusalem have negative impacts, especially on Palestinian children. The Palestinian population come into conflict with Israeli law, often resulting in arrest and detention sometimes with traumatic consequences.

Child arrests and detention, including house arrests, frequently occur in East Jerusalem. Children who are arrested and detained are routinely subjected to ill treatment, excessive use of force and other child rights violations. Together with their families, children live in conditions of need and deprivation. Their environments lack sufficient parks and recreational spaces, with few extramural activities on offer. When children don’t have safe places to play, they play in the streets and this puts them at risk of being exposed to violence or engaging in violence themselves.

The East Jerusalem program is a multi-year child protection intervention implemented in five areas (Jabal Al Mukabber, Silwan, Issawiya, Old City and Shu’fat Refugee Camp) of East Jerusalem for children to be safe and protected from violence, exploitation and grave violations. The rapid appraisal for the Safeguarding Children’s Rights in East Jerusalem project was conducted in 2016 and the first partnership and implementation process with one partnership agreement starting 2017, followed by four more partnership agreements in 2018 scheduled to end in 2020. More specifically, the programme’s main goal is to reduce vulnerabilities among children and families in East Jerusalem and improve their resilience when in contact with Israeli Forces. This is achieved through the following actions/strategies:

- a) Protecting children at-risk of conflict with Israeli Forces through coordinated community level prevention programmes and protective services.
- b) Using evidence-based advocacy to enhance the protection of children and generate information on the impact on children.
- c) Responding to the needs of directly affected children and their families through the development of a case management system and Standard Operating Procedures (SOPs).

The programme is informed by the United Nations East Jerusalem Response Strategy that highlights the needs of children in East Jerusalem (EJ); the findings and recommendations of a Rapid Appraisal and consultations conducted with key stakeholders in 2016 as well as a mapping exercise of organizations providing services in EJ that was conducted in 2017.

1.2 Results

In 2018, child protection services reached out to children in five of the worst geographical affected areas (Silwan, Issawiya, Jabal al Mukaber, the Old city and Shu'fat Refugee Camp). Through a Rapid Appraisal conducted by UNICEF in 2016, these areas were identified as the most vulnerable in East Jerusalem in terms of conflict-related violence incidents and with high numbers of child arrests and detentions. In 2017, UNICEF through one implementing partner reached out to 780 children and parents with CP interventions; in 2018, four additional SDC funded partnerships were established and 1,500 children and parents were reached.

In 2018, UNICEF through four implementing partners reached more than 1,000 vulnerable and at-risk children (40% girls) and 500 parents with rehabilitation and therapeutic services, remedial education (to reduce risk of school dropouts), access to child-safe places, positive engagement in educational activities, raising awareness of children and their families on child rights, resilience-building activities and recreational activities in the target areas of the program. Through the generous contribution from SDC, UNICEF also enhanced child protection interventions in East Jerusalem through support to local CBOs improving awareness of children's rights, operational capacities to utilize and account for resources, and to coordinate amongst local child protection service providers.

In 2019, UNICEF and the local partner organizations reached more than 1,730 vulnerable and at-risk children (45% girls) and 850 parents with a range of services, including rehabilitation and therapeutic services, remedial education to reduce risk of school dropouts, improve access to child-safe spaces, effective communication in educational activities, raising awareness of children and their families on child rights, resilience-building activities and recreational activities. Additionally, 408 children (407 boys, and one girl) who were detained or arrested by Israeli forces were provided with tracing assistance, legal counselling and /or representation services.

The Theory of Change for the UNICEF priority deprivation in child protection describes the change pathway to move from the current manifestation of the deprivation, where "Children in the State of Palestine are not having their right to protection against violence, exploitation and grave violations met" to the desired state, where "By 2022, more children, especially the most vulnerable, are better protected from violence, exploitation and grave violations"

To achieve the desired state, two critical preconditions must be met:

1. Stronger quality and coverage of preventive and responsive child protection (social welfare and justice) services;
2. Parents, caregivers, teachers and children practice non-violent behaviours.

A detailed Child Protection Program Theory of Change is annexed to this Term of Reference (Annex A)

3. Purpose, Objectives and Use of Evaluation

3.1 Evaluation purpose

The main purpose of this formative evaluation is to assess the extent to which the results of the child protection project on safeguarding the rights of children in East Jerusalem are being met. The evaluation should indicate whether the project is fit for purpose and strategically positioned to enable long-term protection gains for children in East Jerusalem.

3.2 Specific Objectives

- 1) Assess the relevance of project activities, procedures and structures to the program's context and overall goal.
- 2) Assess the efficiency, effectiveness, impact, institutional capacity, sustainability, coherence, coverage, connectedness and risk management of the program.
- 3) Assess different stakeholders' satisfaction with the program and its interventions.
- 4) The evaluation will also cover how cross cutting issues such as a human rights-based approach to programming (HRBAP), gender equality and equity are addressed.
- 5) Make recommendations for potential adjustments for strengthening of project to meet the expected results.

3.3 Use and Audience of Evaluation:

The findings, recommendations and lessons learned from this evaluation will be used to identify and implement strategies for enhancing the relevance, efficiency, effectiveness, sustainability, impact and coherence of child protection activities in East Jerusalem.

The findings and lessons learned from this evaluation will be shared with local community members, Child Protection Working Group, donors, broad protection sector service providers and stakeholders to promote stronger implementation and integration of the project's activities. As well, other parties not directly involved or concerned with this evaluation can also stand as secondary audiences and users of the evaluation report. The findings will be disseminated through diverse, effective, creative and barrier-free methods once the study is finalized to ensure the evaluation reports and results go beyond a mere internal exercise as well as increasing the evaluation's utility and influence. These parties include UNICEF Regional Offices and UNICEF HQ, for which the lessons out of this work would contribute to strategic thinking around integrated approaches to CP in the region. Lastly, the timing of the evaluation is scheduled to inform the Country Programme Review and Evaluation exercises as well as national and UNICEF planning processes for an necessary corrective measures and make programmatic adjustments and the sharing of .. good practices with partners.

This evaluation results will be used to improve planning, informed decision-making, policy formulation, corrective actions and determine the resources required.

4. The Scope of the Evaluation

This formative evaluation will focus on the Child Protection interventions implemented by UNICEF in East Jerusalem during the period from 2017-2020 covering the areas of Jabal Al Mukabber, Silwan, Issawiya, the Old City and Shu'fat Refugee Camp. The evaluation will incorporate all related data, information, and documentation available. Specifically, the evaluation will cover all target groups of the project and specifically direct and indirect beneficiaries of the projects, including households, stakeholders, contractors, management committees, NGOs, and ministries.

An evaluation of the Safeguarding Children's Rights programme in East Jerusalem project has been requested by the donor. The evaluation will cover the project's target children between the age of 12-17

years old, of these children 60% are boys. The intended outcomes of the programme were: Children at risk of conflict with Israeli Forces have improved access to prevention and protection services; improved evidence-based advocacy on the impact of grave violations on children in East Jerusalem; and improved access of directly affected children and families in East Jerusalem to rehabilitation and support services.

Geographically, the evaluation will cover the selected locations in East Jerusalem agreed under the project proposal.

In every stage of the evaluation, the Organization for Economic Co-operation and Development (OECD)-Development Assistance Committee (DAC) criteria will be used (relevance, efficiency, effectiveness, sustainability, impact, coherence, equity and human rights issues). The evaluation will present lessons learned, best practices and recommendations for future protection programming, while also adopting an approach that integrates the aspects of gender, human rights and equity throughout the evaluation and applied across the analysis of the programmes.

The scope of this evaluation will also focus on assessing the project contributions to gender equality and women’s empowerment and providing actionable, evidence-based recommendations and lessons learned to inform the future Gender Equality and Women’s Empowerment (GEWE) in UNICEF SoP work.

5. Evaluation Criteria Questions:

The evaluation criteria are all six recommended by the Development Assistance Committee (DAC), of the Organization for Economic Co-operation and Development (OECD). Below are examples questions for each criteria. The evaluation team for this evaluation are recommended to elaborate on the list of questions during the submission of their inception report. The list of evaluation questions will be discussed and finalized with UNICEF and the technical committee during the inception phase. Furthermore, the evaluation will include an additional criterion for evaluating humanitarian action, focusing on connectedness, coherence, and coverage. The evaluation aims to answer the following questions:

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| Relevance | <ul style="list-style-type: none"> • To what extent are the objectives of the programme still valid? • Are the activities and outputs of the programme consistent with the overall goal and the attainment of its objectives? • Are the activities and outputs of the programme consistent with the intended impacts and effects? |
| Effectiveness | <ul style="list-style-type: none"> • To what extent were the objectives achieved / are likely to be achieved? • What were the major factors influencing the achievement or non-achievement of the objectives |
| Efficiency | <ul style="list-style-type: none"> • To what extent has the intervention been cost effective? • To what extent are the costs of the intervention justified, given the changes/effects it has achieved? • Was the intervention's process often timely for reporting and monitoring? |
| Impact | <ul style="list-style-type: none"> • What has happened as a result of the project? • What real difference has the activity made to the beneficiaries? • How many people have been affected? • What are the unanticipated consequences as a result of the project? |
| Sustainability | <ul style="list-style-type: none"> • To what extent would the benefits of the programme continue if the donor funding ceased? • What were the major factors which influenced the achievement or non-achievement of sustainability of the project? |

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| Coherence | <ul style="list-style-type: none"> • To what extent is this intervention coherent with other actors interventions in the same context (this includes complementarity, harmonisation and co-ordination with others, including accounting for gaps, and the extent to which the intervention is adding value while avoiding duplication of effort.) • To what extent is the intervention coherent with wider UNICEF policy? • To what extent is the intervention coherent with international obligations? |
| Coverage | <ul style="list-style-type: none"> • Were the geographical areas appropriate in terms of addressing the vulnerabilities identified |
| Connectedness | <ul style="list-style-type: none"> • What have been the linkages between the intervention and any other UNICEF interventions in relief/recovery/development? • To what extent did the intervention link to any transition strategies in the context or development goals? |
| Cross sectoral questions (HRBAP and Equity) | <ul style="list-style-type: none"> • Was the project aligned with UNICEF’s equity agenda in addressing the needs of the target groups, ages, genders and differently abled people (i.e. to what extent has the initiative reached or engaged different groups including the most marginalized)? • To what extent have protection interventions reduced gender-based, geographic, disability-based or economic-based inequalities? • What measures were put in place to incorporate cross cutting themes like gender, children’s rights, disability, and accountability? • How successfully were the key principles of HRBAP applied in planning and implementing the project? |

6. Methodological Approach

UNICEF SoP is proposing the use of a participatory and interactive approach using mixed methods of data collection. During this period of covid-19 pandemic, UNICEF SoP proposes the use of virtual tools such as phone interviews, virtual Focus Group Discussions (FGDs) and SMS, phone or online surveys, among other tools. Additionally, the Evaluation team will use pre-existing secondary data such as administrative datasets, field monitoring information and previous survey datasets to answer some evaluation questions.

The evaluation will deploy a mixed method (quantitative and qualitative methods) for affirming the validity and reliability of the information collected. Both the data generated through qualitative and quantitative data will be disaggregated by gender in order to appropriately compare to baselines and target values. The methodology to be deployed are detailed below:

- **Secondary data:** This will include desk review of documents which will provide empirical evidence as well as to be used in assessing the project across governorates in SoP
- **Primary data collection** through virtual quantitative and qualitative methods. The evaluation team should propose the sequencing between quantitative and qualitative.
 - **Quantitative methods** may include:
 - Household survey (e.g. online perception or satisfaction surveys with representative sample of the population taking into consideration total number of beneficiaries benefitting from different types of CP interventions per district).
 - The evaluation will use available routine monitoring data from the project database disaggregated by sex and age.

- **Qualitative data collection methods** should be balanced based on type of information and evaluation questions; these could include:
 - Virtual Focus group discussion with local partners, beneficiaries, relevant Ministries, other key stakeholders.
 - Virtual Key informant interviews with key stakeholders' including national representativeness from each of the five areas in East Jerusalem.

The evaluation questions cover all the OECD DAC criteria for evaluation of development assistance. Gender should be understood as a cross-cutting component of all aspects of the evaluation focusing on how gender has been mainstreamed in activities. Additionally, the analysis should be gender sensitive by disaggregating the evaluation data by sex, age and disability to determine the benefits of the program on different gender and social categories.

This evaluation shall be based on a rights-based approach and will be as participatory as possible. This will ensure that the beneficiary children and youth are engaged and that findings are derived from a collective contribution. In line with the Standards for UN Evaluation developed by the UN Evaluation Group, all those engaged in designing, conducting and managing evaluation activities will aspire to conduct high quality and ethical work guided by professional standards and ethical and moral principles.

The evaluation process will be guided by the 1989 Convention on the Rights of the Child (CRC) which spells out the rights to protection from all forms of child abuse, neglect, exploitation and cruelty, including the right to special protection in times of war and protection from abuse in the criminal justice system. In addition to the CRC, the evaluation process will be guided by other important treaties reinforcing rights that concern children. At the international level these include the 1979 Convention on the Elimination of All Forms of Discrimination against Women (CEDAW), which is particularly pertinent to the rights of girls, and the 2006 Convention on the Rights of Persons with Disabilities (CRPD), which the European Union ratified in 2010.

<https://www.ohchr.org/documents/professionalinterest/crc.pdf>

<https://www.ohchr.org/documents/professionalinterest/cedaw.pdf>

<https://www.un.org/disabilities/documents/convention/convoptprot-e.pdf>.

7. Resources for Desk Review

UNICEF SoP staff will work closely with the evaluation team to ensure high standards when reviewing the data collection in the desk review and ensuring compliance with the same standards for quality assurance. The following resources are secondary data that will be made available by UNICEF:

- UNICEF's programme documents such as the UNICEF Country Programme Action Plan and UNICEF's Area Programme Document, Strategy Note, and Child Protection work plans
- UNICEF quarterly and annual reports
- Implementing Partners and Contractors reports
- All program-related partnership agreements (PCAs) and progress reports
- Available disaggregated data related to indicators, targets, outputs and outcomes through M&E system of the program.

8. Evaluability and Possible Limitations to the Evaluation

There are several limitations to the evaluability of the child protection project listed below,

- a) The Covid-19 pandemic may restrict field visits during data collection which will necessitate the use of alternative data collection approaches such virtual tools.
- b) The study has proposed the use of qualitative data collection which is not statistically representative and has limitations in investigating causality
- c) Relevant data in the Multiple Indicator Cluster Survey (MICS) 2019 might not be available to be used as secondary data until July 2020.
- a) The response rate may be low in certain areas owing to the fact that some communities are conservative and may not openly participate in the evaluation questions.
- b) Ethics and sensitivity of talking directly to children and households who have benefited from the various activities, particularly given the vulnerability of these children. It is suggested that evaluation team overcome these challenges by signing non-disclosure agreements; and seeking the agreement of the implementing partners. The evaluation team will also be required to undergo the UNICEF ethical review process.
- c) There is no database of partners' monitoring data and each partner will have their own reports. To undertake this evaluation the Evaluation team should access monitoring data from the Ministries and partners, but this may not always be available.

9. Dissemination Strategies

The findings of this evaluation will be disseminated, made available and usable to various audiences through a wide variety of channels or formats to influence change in programs, policies, or practices. The dissemination strategies channels and formats should take into account the needs of different audiences, the type of information to be distributed and its purpose. UNICEF SoP is proposing the use of print formats, such as brochures, one-page descriptions, newsletters, executive summaries, or technical reports for the public, conference and workshop participants, or policymakers, other actors and the donor.

10. Major Tasks to be accomplished:

The evaluation team will work in close coordination with the UNICEF country office, especially the Child Protection and Monitoring and Evaluation (M&E) teams, service provider local partners and their partner CBOs.

| Phase | Deliverable | Estimated Timeframe (including time for UNICEF review) |
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| Inception (to be conducted remotely) | 1. Evaluation plan including timelines and activities and people to meet. 2. Methodology including a matrix with a row for each question and columns for how judgement will be formed and methodology per question. 3. Data collection tools (quantitative and qualitative). The proposed tools should be cleared by UNICEF before the start of the data collection phase. 4. Ethical protocols aligned with principles outlined in ethical issues below. 5. Interview and workshop plan. 6. Plans for data analysis (quantitative and qualitative), report | 5 days |

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| | preparation and dissemination. Note that this will be followed by a period (not included in the Estimated Timeframe) for review by UNICEF and the Ethical Review process. | |
| Desk Review | Conduct a comprehensive analysis of relevant primary and secondary resources | 1 day |
| Data collection & Analysis | <ol style="list-style-type: none"> 1. Field work and personal interviews will take place in the targeted 5 locations in East Jerusalem (where possible) or using virtual tools. 2. Adapting online tools and field work including FGDs, KIIs etc. 3. Submit primary data (the collected data files are UNICEF property and cannot be used for other purposes without written agreement from UNICEF.) | 15 days |
| Findings Feedback process | <ul style="list-style-type: none"> • After the data collection period, a feedback process will be scheduled between the evaluator (s) and relevant UNICEF SoP staff and the key stakeholders to discuss findings and determine if any changes/recommendations need to be made prior to drafting the report. | 3 days |
| Draft Report | <ul style="list-style-type: none"> • Data analysis and a written first draft of the report in English will be shared • Once report is shared with UNICEF SoP and stakeholders, a comment matrix will be utilized to organize feedback on the report • Evaluator(s) shall onboard feedback/recommendations and ensure that UNICEF is satisfied with the accuracy of information and overall quality of the report • A meeting should be organized to present findings. • The final evaluation report should not exceed 45 pages (without annexes). The report shall be structured as per the UNICEF's Adapted UNEG Evaluation Reports Standards and will include at least the following: <ul style="list-style-type: none"> • Executive summary • Brief description of the program, its context, financial arrangements, areas of intervention, timing, implementation modalities and actors • Objectives, methodology, timing of evaluation and challenges / limitations of the analysis • Results in terms of relevance, efficiency, effectiveness, impact, sustainability considering the evaluation main questions above & including humanitarian evaluation criteria. • Analysis, including reflection on gender, human rights • Lessons learned, challenges, conclusions, recommendations, action plan • Annexes <p>More detailed information of the UNICEF's Adapted UNEG</p> | 10 days |

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| | <p>Evaluation Reports standard is provided in the UNICEF Global Evaluation Report Oversight System (GEROS) Review Template, which will be shared at the start of the consultancy. The report shall be written in line with the UNICEF style guide, to be shared at the start of the consultancy.</p> <p>Evaluation team adjusts feedback of UNICEF SoP and Steering Committee¹ and shares the draft evaluation with UNICEF SoP. Evaluation team adjusts the second draft of evaluation report based on the feedback of Regional Office and share the final version</p> | |
| Report Finalization | <p>Final report: taking into consideration one round of comments of UNICEF and donors. The report shall be written in English and should not exceed 60 pages, excluding annexes. The report should be of analytical character; present an assessment of the results of the program and lessons learnt; and include conclusions and recommendations. The following enclosures shall be attached to the report:</p> <ul style="list-style-type: none"> – Terms of reference – List of persons interviewed | 5 days |
| Summary Report | <p>Lay Summaries: This is a 10 page maximum non-technical Executive Summary, to increase general interest in the results but does not overwhelm the reader with a long document. The summary should be in Arabic to reach groups for whom the report may not be accessible due to technical language, etc.</p> <p>PowerPoint Presentation: Develop a PowerPoint presentation of evaluation results to be presented at the evaluation dissemination workshops.</p> | 2 days |
| Total level of effort | | 41 days ² in three-months period |

11. Ethical principles and premises of the evaluation

The section below outlines the criteria for an ethical review checklist to indicate that this evaluation should in fact either go through an ethical review process through the Palestinian Health Research Council (Helsinki Committee) or **Institutional Ethical Review Board (IRB) in HQ**. The evaluation process will adhere to the United Nations evaluation norms and standards available at: http://www.uneval.org/normsandstandards/index.jsp?doc_cat_source_id=4 and ethical guidelines for evaluation

The assignment is to be carried out according to the ethical principles, standards and norms established by the United Nations Evaluation Group (UNEG).

1 UNICEF SoP envisioned instituting an Evaluation Steering Committee to provide technical and logistic support and oversight to this evaluation exercise. The evaluation steering committee is composed of the following members involved in implementation of the CP projects: UNICEF, Implementing Partners, donor, and External evaluation team (one member)

2 The review should include around 10 days for UNICEF review.

The Evaluation team will follow the UNICEF Procedure for Ethical Standards in Research and Evaluation, Data Collection and Analysis and the United Nations evaluation norms and standards available at: <http://www.unevaluation.org/document/download/2787>

Additionally, the evaluation will be carried out according to the ethical principles, standards and norms established by the United Nations Evaluation Group (UNEG) outlined below;

- a) **Anonymity and confidentiality.** The evaluation must respect the rights of individuals who provide information, ensuring their anonymity and confidentiality.
- b) **Responsibility.** The study report must mention any dispute or difference of opinion that may have arisen among the evaluation team or between the evaluation team and the commissioner of the evaluation in connection with the findings and/or recommendations. The team must corroborate all assertions, or disagreement with them noted.
- c) **Integrity.** The evaluator will be responsible for highlighting issues not specifically mentioned in the TOR, if this is needed to obtain a more complete analysis of the intervention.
- d) **Independence.** Evaluation in the United Nations systems should be demonstrably free of bias. To this end, evaluators are recruited for their ability to exercise independent judgement.
- e) **Incidents.** If problems arise during the fieldwork, or at any other stage of the evaluation, they must be reported immediately to the evaluation manager. If this is not done, the existence of such problems may in no case be used to justify the failure to obtain the results stipulated in these terms of reference.
- f) **Validation of information.** The evaluation team will be responsible for ensuring the accuracy of the information collected while preparing the reports and will be ultimately responsible for the information presented in the evaluation report.
- g) **Intellectual property.** In handling information sources, the evaluation team shall respect the intellectual property rights of the institutions and communities that are under review. All materials generated in the conduct of the evaluation are the property of UNICEF and can only be used by written permission.
- h) **Delivery of reports.** If delivery of the reports is delayed, or in the event that the quality of the reports delivered is clearly lower than what was agreed, the penalties stipulated in these terms of reference will be applicable.

In line with the Standards for UN Evaluation in the UN System, all those engaged in designing, conducting and managing evaluation activities will aspire to conduct high quality and ethical work guided by professional standards and ethical and moral principles.

12. Deliverables and deadline(s) for submission:

The Evaluation team's duties and timeframe are outlined below and are to be undertaken in line with UNICEF rules and regulations.

| | Expected Deliverable | Estimated Date |
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| 1. | Submission of desk review and quality inception report | 10 June 2020 |
| 2. | First draft of the evaluation report shared with UNICEF together with accompanying PowerPoint presentation; | 15 July August 2020 |
| 3. | Final quality evaluation report integrating feedback including desk review, key findings, lessons learned and recommendations. | 15 August 2020 |
| 4. | Lay Summaries and PowerPoint Presentation | 25 August 2020 |

13. Estimated duration of contract, Tentative Dates and Location

The evaluation is planned to commence by 01 June 2020 and to be completed by 30 August 2020. Specific level of effort for the consultant will be based on the agreed work plan/inception report that will be finalized with the contract.

A draft evaluation report will be submitted by the end of data collection and UNICEF and funding partners will have a maximum of two weeks to submit two rounds of comments on the draft report. The evaluation team will be engaged to perform tasks and duties on part time basis.

The evaluation team will not be based at the UNICEF office.

14. Terms of Payment

By deliverables (as above):

- 20% upon completion of deliverable 1
- 50% upon completion of deliverable 2
- 30% upon completion of deliverable 3 & 4

Recourse: UNICEF reserves the right to withhold all or a portion of payment if performance is unsatisfactory, if work/outputs is incomplete, not delivered or for failure to meet deadlines.

15. Official Travel Involved:

Official in-country travel will be involved, as required. In light of the COVID-19 pandemic travel may not take place depending on availability of transport links and in-country quarantine restrictions.

16. Required qualifications, experience other requirements of the Evaluators/Evaluation Team

The consultant selection will be undertaken in compliance with UNICEF's Procedure on Consultants and Individual Contractors and the conditions stipulated in this Terms of Reference. The Lead Evaluator is responsible for assembling and presenting the evaluation team (if other team members are required), and the team should prove to possess the following qualifications:

Team Leader- Senior Researcher and Specialist in Child Protection Programmes and Evaluations

PHD or Masters in evaluation or related area and/or equivalent experience/training in Child Protection, or related subject preferred. S/He should have at least 10 years of documented experience in research and evaluation of development programmes/projects or a minimum of 8 years' experience in Child Protection programmes/projects from developing or least developed countries and expertise in gender programming. The evaluation team leader should ideally be composed of a gender balanced team of technical experts with expertise in quantitative and qualitative methods of data collection, and with the following specific qualifications. The team should be made up of international and/or national evaluation consultants.

Languages

- Excellent communication and report writing skills in English;
- Fluency in written and spoken English and Arabic are essential for interviews, transcription, translation. Knowledge of Arabic language skills is preferred (please note: budget must include hiring of local translator, if Evaluation Consulting Firms lacks Arabic language skills)

Competencies

- Good analytical, facilitation and communication skills;

- Demonstrated ability to work in a multi-cultural environment and establish harmonious and effective working relationships
- Ability to take initiative and work with minimum supervision;

Second team member- Specialist in Social Research

A second team member (if required/ optional) should be a specialist in Social Research with at least 7 years of relevant research and evaluation experience, and social research expertise in engaging with children in developing or least developed countries.

- Master’s degree required, with strong preference for degree relevant to Protection and facilitation expertise in engaging with children
- 7+ years of demonstrated experience conducting program evaluations or research, including evaluation or implementation experience specifically in the area of the social sciences, humanities, public policy, international relations in the State of Palestine, or a similar context.
- Demonstrated experience in conducting quantitative and qualitative research

Other Requirements:

- Significant written and verbal communication skills, including leadership skills and ability to synthesize. Demonstrated ability in writing evaluation reports.
- Knowledge of international law, specifically international humanitarian law and International Human Rights law, experience with the SoP context and working with NGOs and UN agencies operating in the SoP.
- Significant knowledge of programing and program cycle management (including development of projects and programing).
- Knowledge of internal controlling systems and financial management for effective and efficient project management.
- Fluency in English and Arabic. If consultant(s) are not fluent in Arabic to include costs for translation support costs for interviews.
- The evaluation team must be free of conflict of interests with respect to the composition and submission of this evaluation and must be willing to affirm that the observations and findings they are to present in the report are not tied to or associated with any external factors.

17. Roles and Responsibilities

- a) Primary supervision will be provided by the M&E Specialist in close cooperation with the Child Protection programme in the UNICEF State of Palestine office in East Jerusalem. The Child Protection section will facilitate and manage operational requirements, which entails providing program documentation as needed for the evaluation.
- b) UNICEF, and its implementing partners, will provide technical inputs and facilitate access to the target areas and served population.
- c) The evaluation team will make formal contacts with stakeholders as necessary as well as provide logistics and operational support in conducting interviews/focus group discussions and/or organizing the end-of-evaluation workshop.
- d) The Evaluation team will be responsible for the timely production of evidence-based evaluation, including recommendations to quality standards.

18. Quality Assurance:

- a) The Steering Committee, the evaluation team and M&E specialist will have a major role in ensuring that all the deliverables meet the quality assurance criteria. Quality assurance by UNICEF will take place at different stages of the evaluation process, including by the Ethical Review Board

at the stage of the Inception Report. The Committee will assess quality of key evaluation products, including methodology and evaluation instruments, inception and final reports. Given that it is a country led evaluation, the M&E specialist will also ensure that the evaluation meets UNICEF quality standards and follow UNICEF global quality assurance processes.

- b) The UNICEF Regional Office will provide technical assistance to the UNICEF Country Office in developing the TOR for the evaluation, review of inception and final reports.
- c) The Evaluation Consultant(s) will be responsible for the timely production of an evidence-based evaluation, including for the provision of high-quality recommendations.

19. General Conditions

The evaluation team should be aware of the following general conditions:

- a) Under the consultancy agreements, a month is defined as 21 working days, and fees are prorated accordingly. Evaluation team is not paid for weekends or public holidays.
- b) Evaluation team is not entitled to payment of overtime. All remuneration must be within the contract agreement.
- c) Evaluation team is not entitled to annual leave.
- d) No contract may commence unless the contract is signed by both UNICEF and the evaluation team or Contractor.
- e) Signed contracts must be sent by fax or email. Signed contract copy or written agreement must be received by the office before Travel Authorization is issued.
- f) The evaluation team leader or the team should not travel without a signed travel authorization prior to the commencement of the journey to the duty station.
- g) Unless authorized, UNICEF will buy the tickets of the evaluation team leader. In exceptional cases, the evaluation leader/team may be authorized to buy their travel tickets and shall be reimbursed at the “most economical and direct route” but this must be agreed to beforehand.
- h) All consultants and individual contractors, even those working from home, must complete the following online courses prior to signature of contract. All certificates should be presented as part of the contract.
 - a. Ethics and Integrity at UNICEF
 - b. Prevention of Sexual Harassment and Abuse of Authority
 - c. Sexual Exploitation Abuse (SEA)³
 - d. BSAFE security training (before commencement of any travel on behalf of UNICEF)
- i) Evaluation team will not have supervisory responsibilities or authority on UNICEF budget.
- j) Evaluation team will be required to sign the following forms:
 - a. Health statement and to provide documentary evidence of health insurance coverage, including Medical Evacuation
 - b. Designation, change or revocation of beneficiary
 - c. Certificate of Good Standing
- k) Should evaluation team not have Arabic language skills, translation costs for interviews should be included in estimated price.
- l) Applications shall include a detailed financial proposal that elaborates on costs on the basis of the above-mentioned deliverables, including a total sum demanded. All costs, including administrative costs, etc. shall be covered by the contractor and should be included in the financial proposal.

20. Evaluation Weighting Criteria:

Cumulative Analysis will be used to evaluate and award proposals. The evaluation criteria associated with

³ [United Nations Protocol On Allegations Of Sexual Exploitation And Abuse Involving Implementing Partners, para 3.](#)

this TOR is split between technical and financial and it will be assessed on this basis: 70% technical and 30% financial as follows:

- a) 70 % Technical
- b) 30 % Financial
- c) 100 % Total

Below table provides a detailed breakdown of the **technical** evaluation criteria.

| Main Criteria | Sub-Components | MAX Score |
|--|---|-----------|
| Team profile relevance, and experience of key staff assigned [Score 25] | Team leader's/ team qualifications as per the TOR / requested qualifications in section 15 | 7 |
| | Demonstration of the team leader's/ team possession of the other requirements from section 15 | 4 |
| | Team command of English | 4 |
| | Team command of Arabic | 3 |
| | Team's experience in State of Palestine (data collection) | 3 |
| | Team's previous experience with UNICEF and/or with Child Protection projects | 4 |
| | - The proposed structure and composition of the team for this assignment. The main disciplines of the assignment, the key expert responsible and proposed technical and support staff along with their curriculum vitae (CVs) provided. Team composition and tasks assigned - Range and depth of experience with similar projects/contracts/client | |
| Proposed methodology and approach [Score 25] | Adequate, relevant and practical methodology proposed | 10 |
| | Quality Assurance (plan for the systematic monitoring and evaluation of the various aspects of the project to ensure that standards of quality are being met) | 10 |
| | Risk Assessment/ Mitigation measures proposed | 5 |
| | - Understanding of, and responsiveness to UNICEF State of Palestine evaluation requirements based on Terms of Reference; Understanding of scope, objectives and completeness of response; Overall concord between UNICEF requirements and the proposal; Understanding of Subject area - Thoroughness in defining research methodology and protocol, selection of a scientifically valid sample and development of good, concise research tools/questionnaires | |
| Assessment Work Plan [Score 20] | Clarity of proposed workplan | 8 |
| | Adequate timeline for assessment workplan | 7 |
| | Adequate allocation of resources | 5 |
| | - A comprehensive work plan to deliver the overall requirement (ToR) including the main activities of the assignment, their content and duration, phasing and interrelations, milestones, key performance indicators (including interim approvals by the Client), and a list of deliverables (reports, products) within the estimated delivery timeframe and dates. - Consistency of the proposed work plan with the technical approach and methodology, showing understanding of the ToR - The level of effort for each team member articulated and staff input throughout various stages/components explicitly laid out - The plan must identify and present specific steps and component activities in a chronological manner and must have attached, a flow chart/ critical path analysis, activity plans, personas etc. | |
| Total Score | | 70 |