

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

Title	Funding Code	Type of engagement	Duty Station: Yerevan, Armenia
Final Review and Evaluability Assessment of the Strategic Programme for the Protection of the Rights of the Child in the Republic of Armenia doe 2017-2021	WBS: 0260/A0/06/880/006 Grant: RR Fund: Evaluation Pooled Fund	<input checked="" type="checkbox"/> Consultant <input type="checkbox"/> Individual Contractor Part-Time <input type="checkbox"/> Individual Contractor Full-Time	

INTRODUCTION

The Terms of Reference is developed for a Final Review and Evaluability Assessment (EA) of the Strategic Programme for the Protection of the Rights of the Child in the Republic of Armenia (RA) for 2017-2021 (the Strategic Programme on Child Rights or the Strategic Programme), which aims to look at the extent to which programme can be evaluated in a reliable and credible fashion. The final review of the Strategic Programme is planned by the Government of RA and aims at a comprehensive review of the progress, achievements, shortcomings and lessons learned based on the document review and discussions with the responsible national institutions and other key stakeholders. The EA serves as a tool to assess the strategic and technical soundness of the proposed evaluation in response to situation of child rights in Armenia, as well as the UN Convention on the Right of the Child (CRC), United Nations Convention on the Rights of Persons with Disabilities (UNCRPD) and UN Guidelines for the Alternative Care of Children.

OBJECT OF REVIEW AND EVALUABILITY ASSESSMENT

The Strategic Programme for the Protection of the Rights of the Child in the RA for 2017-2021 was developed and approved in 2017 and is a strategic document summarizing the problems, priorities, objectives and mechanisms for the protection of children's rights in the country taking into account international obligations and national legislation of the country. The Strategic Program for the Protection of the Rights of the Child has a guiding role in the field of protection of the rights of the child. The first strategic plan was adopted by the Government of the Republic of Armenia in 2003 and it was developed periodically ever since.

The goal of the Strategic Plan for the Protection of the Rights of the Child in the Republic of Armenia for 2017-2021 is to ensure the protection of the rights and interests of children in difficult life situations. The priorities of this strategy are: (1) improving the system of protection of the rights of the child; (2) ensuring equally accessible, inclusive and quality education, as well as students comprehensive security in educational institutions; (3) ensuring the child's right to health care; (4) early identification of juveniles who have committed offenses, been subjected to violence, and have demonstrated anti-social behavior, and prevention of violence; (5) ensuring children's participation in cultural life, development of cultural and creative capacities, promotion of activities, communication with cultural values, ensuring arts education; (6) ensuring access to justice for children.

Key principles of the strategy are defined as (1) protection of the basic rights and freedoms of children, recognition of the best interest of the child; (2) access to services for children - ensuring access to and targeting of social services; (3) ensuring the participation of children in the process of solving their problems; (4) exclusion of discrimination based on sex; (5) decentralization of services provided to the child & his / her family; (6) unified approach of all stakeholders in child protection and ensuring cooperation based on interagency monitoring and an effective reporting system. The main activities of the strategy are in social protection, healthcare, education, culture and sport and juvenile justice.

The Strategic Programme shall be reviewed in connection to other strategic documents of the country considering interagency nature of the document and its contribution to implementation of international obligations by the RA.

RATIONALE, PURPOSE AND USE OF THE REVIEW AND EVALUABILITY ASSESSMENT

The purpose of the assessment is to take stock on the progress in implementation of the Strategic Programme for the Protection of the Rights of the Child in the RA for 2017-2021, to review its alignment with the CRC and CRPD recommendations and its relevance to the issues in child rights as identified by existing evidence, to determine, as systematically and objectively as possible, the present state of evaluability of the child care reforms with a focus on deinstitutionalization programme for children with disabilities, improve the evaluability of such reforms from the design, monitoring and evaluation and data point of view.

Key activities of the EA will be to refine and/or reaffirm the programme ToC, sharpen the results framework, and to ascertain that a shared understanding exists among implementers and key stakeholders of the objectives, results, implementation strategy, to confirm information requirements and data sources, and to articulate and/or refine indicators of success. EA processes will also strengthen coherence by facilitating a review of the implementation/management structure, assessing capacities for monitoring and evaluation, and facilitating reflection and learning among key stakeholders.

Use and users: The findings and lessons of the final review and the EA will be used by all parties to take stock of the progress, review the evaluability of the current Strategic Programme and make recommendations for the new one. Hence all national counterparts and their implementing partners constitute a primary audience, under leadership of the Ministry of Labour and Social Affairs as coordinating and responsible national body for the Strategic Programme for the Protection of the Rights of the Child in the RA for 2017-2021. The Human Rights Defender's Office, international development partners and CSOs will also be among the audiences of the assessment and users of the findings.

OBJECTIVE OF THE REVIEW AND EVALUABILITY ASSESSMENT

In order to achieve the overall purpose as defined above the following objectives of the final review and assessment are defined:

- a) Review progress of the implementation of the Strategic Programme for the Protection of the Rights of the Child in the RA for 2017-2021 based on the reports, supporting documents and discussions with key stakeholders and consolidate a brief summary on the progress, achievements, under-achievements and lessons learned.
- b) Explore the extent to which the Strategic Programme has followed-up on the country specific CRC and CRPD recommendations, as well as findings and recommendations of any evidence generated in the area of child rights.
- c) Review or design the theory of change (TOC) and results architecture of the current Strategic Programme; assess its relevance to the issues in the field of child rights and measurability; in discussion with key stakeholders, support in defining the common vision and develop recommendations for the new theory of change, results architecture and indicators to make those evaluable.
- d) Develop recommendations on improving coordination and implementation structures, as well as measurability and evaluability of the new Strategic Programme.
- e) Review the roles and responsibilities in implementation, monitoring and evaluation of the Strategic Programme, their functioning and make recommendations on improving those.

SCOPE OF THE REVIEW AND EVALUABILITY ASSESSMENT

Period to be covered: The assessment will cover the period of the Strategic programme 2017-2021. However, the assessment timeframe should be informed by the available information in form of reports on the programme and supporting documents.

Geographic coverage: The assessment is intended to cover the whole country, consulting also regional and local authorities, implementing partners and civil society representatives from the regions as well as the capital city.

Scope of evaluability assessment: Although some evaluability assessments focus narrowly on the technical elements surrounding programme logic and measurement (e.g., the existence of a theory of change and monitoring and evaluation plans, the SMARTness of indicators, data availability), the present exercise will examine evaluability more broadly (in addition to the narrow focus). Specifically, it will assess all of the key strategic elements including current progress, partnerships and common understanding/vision that should be in place in order to maximize the implementation of the programme and achievement of its higher-level results.

REVIEW AND EVALUABILITY ASSESSMENT QUESTIONS

The EA will answer the following list of tentative questions in the three dimensions of EA.

TABLE 1. Assessment Questions

<i>Dimensions</i>	<i>Dimension focus</i>	<i>Questions</i>	<i>Tentative Tasks</i>
Achievement progress (review)	Progress of implementation of the programme, key achievements, results, that could not be achieved, drivers, bottlenecks and lessons learned	<p>Q1. To what extent were the key results defined in the Strategic Programme Achieved in each area?</p> <p>Q2. To what extent were the interventions identified in the workplan implemented and/or completed and to what extent have those contributed to achievement of the results of the Strategic programme?</p> <p>Q3. For the interventions that required collaboration, how collaborative was the implementation of those?</p> <p>Q4. Which are the key achievements of the Programme, in which areas, and which are the drivers of success?</p> <p>Q5. Which results were not achieved or were most under-achieved and which are the main bottlenecks?</p> <p>Q6. What are the key lessons learned of the Strategic Programme?</p> <p>Q7. How aligned is the Strategic Programme to the principles of the CRC? Are there gaps in the Strategic Programme?</p> <p>Q8. How evaluable are the efficiency and sustainability of the programme?</p>	<p>Desk-based review of programme documentations (annual reports, supporting documents, evidence)</p> <p>Interviews with key national stakeholders responsible for different results/interventions</p> <p>Round-table and individual consultations with implementing partners, CSOs, development partners</p>
Programme Design (evaluability in principle)	Adequacy of design and theory of change for the objectives the programme is trying to achieve	<p>Q1. To what extent is the Strategic Programme responds to the CRC and CRPD recommendations, as well as the issues in the field of child rights identified by existing evidence?</p> <p>Q2. To what extent is the logic of the Strategic Programme clear and adequate to achieve the desired results? Are there gaps and how can these be addressed?</p> <p>Q3. Is there a clear understanding of how the different interventions interact with each other and contribute to and/ or reinforce the broader results?</p> <p>Q4. To what extent are the results for the Strategic Programme and interventions measurable?</p> <p>Q5. Given the interventions under review, how feasible will it be and to what degree can it enable assessment of the programme efficiency, effectiveness, and impact during the evaluation?</p>	<p>Desk-based review of programme documentations</p> <p>Mapping relevant programme activities/projects</p> <p>Development and analysis of ToC with further refinement</p> <p>Breaking down ToC into causal paths to be used for evaluation</p> <p>If possible, identify evidence gaps for the causal paths</p>

Data Availability (evaluability in practice)	Availability and quality of information to be used in the evaluation	Q1. Is there quality data available, including studies, evidence and documented work that will allow a future evaluation to be feasible? What are the sources of data and the frequency of data availability? Are these sources feasible? What are the data/information gaps? How is information used and by whom? Q2. What kind of reviews, reports, and documentations are available to advance understanding of enablers and constrainers in programme implementation? What are the additional information needs that shall be factored in and how?	Desk-based review Analysis of current programme monitoring data and reporting with further refinement
Institutional Context (utility and practicality of evaluability assessment)	Conduciveness of the Institutional Context for an evaluation	Q1. To what extent are the roles and responsibilities clear for implementation, monitoring and evaluation of the Strategic Programme and how well do those work? Q2. Is there a common understanding among primary stakeholders of how their interventions support achievement of the results of the Strategic Programme and how is the Programme interlinked with other programmes/strategies in the country? How have the assumptions been clarified and factored in? And to what extent? Q3. To what extent are the objectives of the Strategic Programme clear, realistic, and commonly understood by stakeholders? Q4. What are the potential institutional risks?	Stakeholder mapping and analysis (inc Ladder of Participation framework) Interviews Draft sketches of ToR for evaluation Round table/workshops

REVIEW AND EVALUABILITY ASSESSMENT APPROACH AND METHODOLOGY

The assessment will be conducted by utilizing mixed method approach.

One of the first methods to be utilized will include desk-review of the documents compiled by the programme team, which may be expanded in discussion with stakeholders. The documents will include the programmatic documents, annual progress reports and related supporting documents, meeting notes of any discussions of the Strategic Programme, as well as CRC, CRPD recommendations and evidence on the state of child rights in the country. Individual and group interviews will also be conducted. Particularly, key informant interviews with the representatives of national institutions responsible for implementation and reporting of different results and/or interventions of the Strategic Programme will need to be conducted. Round-table discussions and individual consultations with development partners, implementing partners and CSOs active in the field of child rights will also be needed to understand their perspective, issues they raise, validate the TOC and develop recommendations.

SPECIAL CONDITIONS AND LIMITATION

The special condition is around the COVID-19 restrictions. Limitations include:

- Lack of systematic documentation of the design and implementation of some interventions may limit the assessment.

- Not all key informants might be available or reachable at the time of the assessment.
- The assessment should be conducted via virtual consultations when possible or by adhering to the restrictions and requirements of the country and institutions when a physical meeting is organized.

ETHICAL CONSIDERATIONS

Considering UNICEF's strategic agenda to harness innovation and deepen and widen the evidence base to drive and sustain global progress towards the realization of children's rights, ensuring ethical conduct in evidence generation is imperative. This is necessary both in its own right and as a significant contributor to ensuring quality and accountability in the evidence generation process, especially when it involves children. The assessment should be conducted in strict adherence with United Nations Evaluation Group (UNEG) ethical guidelines and code of conduct, as well as UNICEF Procedure for Ethical Standards in Research, Evaluation, Data Collection and Analysis.

The consultant should identify any potential ethical issues and approaches during the assessment and alert the UNICEF team. At this stage, it is not anticipated that assessment will engage children under 18 and other vulnerable groups of the population in data collection but will be rather conducted with involvement of civil society organizations representing them. However, in case of any changes during assessment in discussion with the stakeholders, respective deliverables will be subject to ethical approvals through the regional Long-Term Agreement holder.

ROLES AND RESPONSIBILITIES IN THE REVIEW AND EVALUABILITY ASSESSMENT PROCESS

The activity will be managed by the UNICEF Armenia Child Rights Monitoring and Evaluation (CRM/E) Specialist and conducted by external individual contractor. The government counterpart with request of whom the assessment was initiated is the Ministry of Labour and Social Affairs (MLSA), who will be continuously involved in the process and consulted by UNICEF team.

UNICEF CRM/E Specialist and respective team will be responsible for the day-to-day oversight and management of EA and for management of the budget, will assure the quality of the assessment and guarantee its alignment with UNEG Norms and Standards and Ethical Guidelines and provide quality assurance checking that the findings and conclusions are relevant and proposed adaptations are actionable.

All major deliverables will be reviewed first by the CRM/E team and then shared and discussed with the national counterpart and other UNICEF sections.

UNICEF as a commissioner takes the accountability of the assessment and the CRM/E Specialist is designated as a supervisor for the consultant. Other UNICEF sections and UNICEF Armenia management will be consulted and will make inputs in the reports.

The CRM/E Specialist will have the following responsibilities:

- Lead the management of the assessment process (design, implementation and dissemination and coordination of it follow up)
- Convene the Advisory Group meetings, as necessary within UNICEF and within Government in coordination with the MLSA; Facilitate the participation of those involved in the process
- Coordinate the selection of the Consultant
- Safeguard the independence of the exercise and ensure the products meet quality standards
- Connect the Consultant with the wider programme units, senior management and key programme stakeholders, and ensure a fully inclusive and transparent approach to the exercise
- Facilitate access to all information and documentation relevant to the assessment, as well as to key actors and informants who should participate information-gathering methods
- Provide overall guidance and ensure administrative support; Oversee progress and conduct of the assessment, the quality of the process and the products
- Manage/support relationship between COs, partners, etc
- Approve the deliverables
- Take responsibility for disseminating and learning; Disseminate the results in agreement with the national counterpart.

The Consultant will report to the CRM/E Specialist and conduct the assessment by fulfilling the contractual arrangements in line with the TOR, UNEG/OECD norms and standards and Ethical Guidelines etc.; this includes developing of the inception report, drafting and finalizing the final reports and other deliverables, and briefing the commissioner on the progress and key findings and recommendations, as needed.

The consultant must demonstrate personal and professional integrity during the whole process of the assessment. The consultant must respect the right of institutions and individuals to provide information in confidence and ensure that sensitive data cannot be traced to its source. Further and in case required, the consultant must respect ethics of research while working with children including using age-appropriate consent forms, age-appropriate data collection, and principle of do no harm. Furthermore, the consultant must take care that those involved in the assessment have an opportunity to examine the statements attributed to them. The assessment process must be sensitive to beliefs, manners, and customs of the social and cultural environment in which they will work. Especially, consultant must be sensitive to and address issues of protection, discrimination and gender inequality. Furthermore, the consultant is not expected to assess the personal performance of individuals and must balance an assessment of management functions with due consideration of this principle.

WORKPLAN AND DELIVERABLES

A tentative time frame for the assessment is provided below. The evaluation is expected to be completed within **three and half months upon signing the contract** (February – May 2022). This might be subject to change depending on the prevailing situation on ground at the time of the assessment. During the four months, the following list of activities are expected to be conducted:

TABLE 2. WORKPLAN

Activity	Duration	
Signature of contract	March 2022	
Initial desk review and development of brief inception report based on the TOR with clear timeline		
Identifying partners/stakeholders and analyzing their engagement		
Finalizing list of documents for final desk review		
Review of ToCs, results frameworks and any other monitoring and reporting tools		
Key informant interviews and at least 1 round-table discussion with CSOs		
Producing a summary report on progress towards implementation of the Strategic Programme based on desk review and key informant interviews with progress ratings		
Internal quality assurance (QA) review process of Inception Report; ethical review process if required		
Incorporation of received feedback		
More in-depth desk-review analyses		
<ul style="list-style-type: none"> • Stakeholder analysis • Analysis of national documents • Analysis of programme activities/interventions • Analysis of national M&E systems and data 		
Development of Summary Progress Report of the Strategic Programme in Armenian and a PPT in Armenian and English		
Additional data collection to answer evaluability questions		April -May 2022
Conducting of round table/workshops		
Data analysis and report on TOC design and evaluability of the Strategic programme with recommendations for the development of the new one		
Internal quality assurance (QA) review		
Incorporation of received feedback		
Preparation of the PowerPoint Presentation		
Final Report with summary of progress, designed TOC, analysis of roles, responsibilities and processes and recommendations for the design of the Strategic programme		

Terms of the application:

Interested applicants are requested to express their interest to UNICEF in Armenia by **NOON (12:00PM) on Monday, 28th February 2022**, submitting their application to the following e-mail address: armeniahr@unicef.org

Applications should include:

- Cover letter;
- CV and P11 form (*template attached*);
- Financial Offer (*please see below for details*);
- If available, published research and analytical documents relevant to the TOR;
- If available, published work (paper, abstract, proceedings) in top international conferences and SCOPUS-indexed high-quality journals will be an asset.

Incomplete applications will not be considered.

The financial offer shall include:

- a) Daily rate
- b) Cost of travel, assistance, translation etc.

Please note that the consultant will be required to use their own computers, printers, photocopier etc.

Payment is contingent on approval by the CRM/E Specialist and will be made in three instalments based on the deliverables:

- a) 50% upon clearance of the finalized summary progress report (March 2022)
- b) 20% upon submission of draft report with all components (April 2022)
- c) 30% upon clearance of final report (May 2022)

Final rate shall follow the “best value for money” principle, i.e., achieving the desired outcome at the lowest possible fee. Consultants will be asked to stipulate all-inclusive fees, including lump sum travel and subsistence costs, as applicable.

Payment of professional fees will be based on submission of agreed deliverables. UNICEF reserves the right to withhold payment in case the deliverables submitted are not up to the required standard or in case of delays in submitting the deliverables on the part of the consultant

Individuals engaged under a consultancy or individual contract will not be considered “staff members” under the Staff Regulations and Rules of the United Nations and UNICEF’s policies and procedures and will not be entitled to benefits provided therein (such as leave entitlements and medical insurance coverage). Their conditions of service will be governed by their contract and the General Conditions of Contracts for the Services of Consultants and Individual Contractors. Consultants and individual contractors are responsible for determining their tax liabilities and for the payment of any taxes and/or duties, in accordance with local or other applicable laws.

Child Safeguarding

Is this project/assignment considered as “[Elevated Risk Role](#)” from a child safeguarding perspective?

YES NO If YES, check all that apply:

Direct contact role YES NO

If yes, please indicate the number of hours/months of direct interpersonal contact with children, or work in their immediately physical proximity, with limited supervision by a more senior member of personnel:

Child data role YES NO

If yes, please indicate the number of hours/months of manipulating or transmitting personal-identifiable information of children (name, national ID, location data, photos):

No data collection involving children is envisaged. No personal data will be analyzed, all used data will be anonymized and summarized.

More information is available in the [Child Safeguarding SharePoint](#) and [Child Safeguarding FAQs and Updates](#)

Budget Year: 2022	Requesting Section/Issuing Office: CRM/E	Reasons why consultancy cannot be done by staff: A considerable scope of work requires an intensive engagement with this task which cannot be done by staff	
Included in Annual/Rolling Workplan: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please justify:			
Consultant sourcing: <input checked="" type="checkbox"/> National <input type="checkbox"/> International <input type="checkbox"/> Both Consultant selection method: <input checked="" type="checkbox"/> Competitive Selection (Roster/Sharing via email with at least 5 potential candidates) <input type="checkbox"/> Competitive Selection (Advertisement/Desk Review/Interview)		Request for: <input checked="" type="checkbox"/> New SSA – Individual Contract <input type="checkbox"/> Extension/ Amendment	
If Extension, Justification for extension:			
Supervisor: CRM/E Specialist – Astghik Martirosyan	Start Date: March 2022	End Date: May 2022	Number of Days (working): 30
Work Assignment Overview			
Deliverables/Outputs:		Timeline	
Initial desk review report with the draft products:		March 2022	
<ul style="list-style-type: none"> Brief inception report with initial list of documents and stakeholders to be consulted, detailed workplan in Armenian 			
<ul style="list-style-type: none"> Data collection and analysis instruments and their pilot and validation in Armenian 			
<ul style="list-style-type: none"> Initial reviews and revisions of existing ToCs, and drafting of causal paths ion Armenian 			
<ul style="list-style-type: none"> Initial review and revisions of results frameworks and any other monitoring and reporting tools in Armenian 			
<ul style="list-style-type: none"> Stakeholder analysis (conceptual framework and objectives to be defined) in Armenian 			
Summary progress report development with progress ratings and draft TOC		March 2022	
<ul style="list-style-type: none"> Review of annual progress reports and supporting documents, and preparation of summary progress report with progress ratings 			
<ul style="list-style-type: none"> Key informant interviews to assess the progress in the areas, where there is no sufficient evidence captured in progress reports and supporting documents 			

<ul style="list-style-type: none"> Final summary progress report based on review and consolidation of annual progress reports, key informant in Armenian 		
Further in-depth desk review and refined analyses products:	March-April 2022	
<ul style="list-style-type: none"> Detailed stakeholder analysis in Armenian 		
<ul style="list-style-type: none"> A catalogue/repository of national documents in Armenian 		
<ul style="list-style-type: none"> A comprehensive mapping of national activities/interventions in Armenian 		
<ul style="list-style-type: none"> Revised/refined ToC (s) and causal paths in Armenian and English 		
<ul style="list-style-type: none"> Refined national M&E indicators, explanations, sources in Armenian and English 		
Data collection (interviews and round table)	April 2022	
PPT of key findings and TOC for final validation in Armenian and English	April-May 2022	
Draft and final report: findings against assessment questions		
Final analyses products refined further following data collection and round tables/workshops (as above)		
Presentations of the assessment results to stakeholders		

<p>Minimum Qualifications required:</p> <p><input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other</p> <p>Enter Disciplines <i>Social Sciences or other relevant subject areas</i></p>	<p>Knowledge/Expertise/Skills required:</p> <ul style="list-style-type: none"> A first university degree with 8 years of relevant work experience may be accepted in lieu of the advanced university degree; At least six years of experience in programme design and evaluation is must; Previous record of conducting similar assessments; Previous work experience with UNICEF and familiarity with child rights, policy dialogue, national reforms, monitoring, evaluation and learning will be considered as an asset; Experience in institutional development, policy dialogue, reform of the child rights system will be considered as an asset; Excellent communication and writing skills in Armenian and English and interpersonal skills.
<p>Administrative details:</p> <p>Visa assistance required: <input type="checkbox"/></p> <p>Transportation arranged by the office: <input type="checkbox"/></p>	<p><input checked="" type="checkbox"/> Home Based <input type="checkbox"/> Office Based:</p> <p>If office based, seating arrangement identified: <input type="checkbox"/></p> <p>IT and Communication equipment required: <input type="checkbox"/></p> <p>Internet access required: <input type="checkbox"/></p>