

Terms of Reference

for the national consultant / s for the final review of the project “Expanding access of at-risk adolescents and those from vulnerable groups to the youth-friendly health services”

Type of contract: individual/institutional

Duration: 3,5 months

1. Background of the project

The project “Expanding access of at-risk adolescents and those from vulnerable groups to the youth-friendly health services” was implemented under the UNICEF Country Program for 2016-2020 to achieve the following result: by 2020, adolescents and young people benefit from more effective social policies and systems to reduce risks affecting their health and development, and increase their potential for meaningful participation in decision-making.

The activities of this project were implemented in accordance with paragraphs 93, 99, 103 of the "National Action Plan for the Improvement of the Situation of Children and the Protection of Their Rights for 2017-2021", and paragraphs 7, 7.3 of the subprogram "Family and Childhood" of the State Program "People's Health and Demographic safety" for 2016-2020, and paragraphs 3 and 7, result 3.1 of the Cooperation Plan of the Ministry of Health and UNICEF for 2019-2020."

The project of foreign gratuitous aid “Expanding access of at-risk adolescents and those from vulnerable groups to the youth-friendly health services” (hereinafter referred to as the project) was registered with the Department of Humanitarian Affairs of the Administrative Department of the President of the Republic of Belarus. Implementation period: February 2020 - July 2021.

The project is being implemented by healthcare facilities “17th City Children's Clinical Polyclinic” (project coordinator), “8th City Children's Clinical Polyclinic” (partner) and the National Public Association “Belarusian Association of UNESCO Clubs” (partner) with the support from the United Nations Children's Fund (UNICEF) in Belarus.

Implementation site: Minsk, (Soviet and Moscow districts). The main goal of the project is to expand access to confidential, anonymous and free medical, psychological, social and other services offered by Adolescent-Friendly Health Centers (YFHCs) for at-risk adolescents and to build interagency interaction to inform and promote prevention, treatment and social support services for this category.

Project objectives:

1. Strengthening the capacity of 2 youth-friendly health services in Minsk (Juventus, Doverie) in the field of outreach work with at-risk adolescents.
2. Creating and operating community spaces on the basis of the YFHCs “Juventus” and “Doverie” to bring in adolescents from at-risk groups and form a sustainable motivation for behavior change.
3. Improvement of interagency and intersectoral interaction and cooperation of the YFHC with public associations and organizations to expand the access of adolescents and young people from vulnerable and at-risk groups to the services.

Target groups:

- adolescents and youth from vulnerable and at-risk groups;
- professionals from youth-friendly health centers;
- teachers-psychologists, social teachers from general secondary, secondary specialized and vocational education;
- outreach workers of youth public associations and civil society organizations.

Project beneficiaries: adolescents and youth from vulnerable and at-risk groups.

Key events and activities:

1. Introduction of positions of outreach workers/social work specialists in two Minsk YFHC for outreach work with adolescents, including at risk adolescents and those from vulnerable groups, out of office.
2. Development and approval of job descriptions of outreach workers and work techniques for target groups.
3. Organization and holding of meetings with adolescents out of the YFHCs office and at community spaces.
4. Training outreach work for adolescents to professionals through training seminars, mentoring meetings and interventions for outreach workers and social pedagogues from schools.
5. Training of peer counselors among adolescents through educational events, trainings, meet-ups for peer counselors.
6. Furnishing community spaces for adolescents in two YFHCs in Minsk: procurement of equipment, production of information and motivational materials.
7. Conducting community meetings with adolescents at the YFHCs.
8. Engaging young people from youth organizations to operate the community spaces.
9. Development of methodological recommendations for organizing and conducting outreach work for at-risk and vulnerable adolescents.

2. Purpose of the Review

The final review for the project “Expanding access of at-risk adolescents and those from vulnerable groups to the youth-friendly health services” for informed decision-making on the feasibility of rolling out the outreach activities for adolescents across youth-friendly health services in Belarus.

3. Scope of the Review

The project final review will cover the whole duration of the project from its starting date up to the date of the review. The major project results within all project objectives should be covered, with a specific focus on child rights, gender and equity dimensions. The review will cover the implementation and results of the project in two districts of Minsk. The focus population (final beneficiaries) of the project under review are adolescents and professionals involved in the project and 2 YFHCs.

4. Review Questions/Framework

The review will respond to the following questions. These are not exhaustive and should be clarified at the start of the work when developing the review framework:

Relevance:

- To what extent did the project services meet the needs of the vulnerable adolescents approaching the centres?
- Were the responses provided in a timely manner to address needs? Why or why not?
- Were programmes and project services design aligned with the Convention on the Rights of the Child principles? Did the project adopt gender mainstreaming and Human Rights Based Approach (HRBA) to programming? Did it pursue gender mainstreaming? Were specific needs of girls and boys considered? Were there identified unique needs for boys or girls? How were they addressed?
- Were the performed analytical, research, educational and awareness-raising activities aligned with the needs of the target groups, generally and in their specific elements?

Effectiveness:

- To what extent were the activities performed aligned with the set goals and objectives of the project?
- How effectively were the project inputs (financial and HR) utilized to achieve the set goals and objectives?
- To what extent (fully or partially) all planned project outcomes were achieved against the challenging backdrop of the pandemic?
- What was the level of satisfaction from clients/beneficiaries?
- To what extent the project activities enabled reaching out to the target audience?
- How did the project information activities on reducing stigma and discrimination of adolescents who practice risky behavior influenced the target audience and was this influence effective?
- To what extent were the mechanisms of cooperation between state agencies and public associations effective on the development of a system of medical and psychosocial assistance to adolescents and outreach work with adolescents at the level of two districts of Minsk (including forms and methods of work)?

Efficiency:

- Are the employed forms and methods of outreach, educational and information work aligned with the goals and objectives of the project, the needs of the target groups?
- Was the planning, implementation monitoring and reporting of the project timely and effective?

Sustainability:

- How sustainable are the results achieved after the completion of the project?
- What risks need to be considered to ensure sustainability (e.g. turnover of trained outreach workers and peer consultants, interest from the target audience, etc.)?

Forward looking analysis. Relying on findings, lessons learned and recommendations of the project review, the consultants will be asked to answer the following questions:

- Is it possible to roll out the experience gained from implementing the project for 2 YFHCs across the Republic of Belarus and how? If not possible to determine, what factors are needed to be reviewed to assess scalability?
- What recommendations should be given to the policy makers to strengthen the outreach work of YFHCs with adolescents practicing risky behaviour or from vulnerable groups.
- What recommendations can be given on promising areas of cooperation the United Nations Children's Fund (UNICEF), the Ministry of Health of the Republic of Belarus, CSOs and potential donors in order to develop adolescent-friendly medical, psychological and social services in the Republic of Belarus?

5. Expected audience, dissemination and uses

The review will provide UNICEF accountability to its donor and partners as well as communities with respect to results that are measurable. The review will also be an important learning opportunity, deriving lessons from the experience and existing evidence that would inform the subsequent scale up of identified good practices budgeted within the new 2021-2025 cycle of state programmes. Ultimately, the review results will inform the necessary adjustments in government policies and programs and UNICEF programming helping to reinforce realization of the rights of adolescents and achieve international obligations under the CRC. As a result, UNICEF and partners will be more effective in their responses aimed at reducing vulnerability of adolescents.

The main audiences for the review are:

- (1) National level (line ministries). The findings and the lessons learned will be used for advocacy and policy advice with healthcare, education and social protection authorities.
- (2) Local level authorities and CSOs partners. The review results will also be used to mobilize resources from the national and local budgets.
- (3) Professionals to enhance their knowledge in the areas of outreach to vulnerable adolescents with the effective youth-friendly health services, and their potential impact in Belarus.

6. Methodology and Technical Approach

The review framework will be based on the Project Document. The preliminary **assessment** of the review feasibility will be carried out by the consultant. The gaps will be identified and discussed with UNICEF and project stakeholders. Based on it the scope of work, review methodology and deliverables may be adjusted.

1. **Desk Review** of all relevant UNICEF project documents (project proposal, progress reports information and training materials developed) and relevant documents from other sources (conceptual and normative framework) and perform initial validation of resources and final definition of the scope for the review.

It is expected that a Desk Review will identify additional sources of secondary data as well specific methodological difficulties that may be encountered through the review process. The desk review may uncover sources of usable secondary data, thus lessening the need to collect primary data.

2. **Inception Report --** Based on the desk review, the Consultant will develop the Inception Report, with clearly defined methodological approach to this assignment, including interviews and focus groups discussions with the main project beneficiaries

The Inception Report will include a sampling approach for selecting interviewees' and participants in roundtables and project sites for visits. The sampling should ensure balanced geographic coverage, gender and urban/rural balance, and representation of various disabilities sub-groups. The data collection will be done by an LTA company working with UNICEF.

The review design will be mixed-methods and include such core data collection instruments as a desk review, reconstruction of the project's ToC, beneficiaries feedback and national partners advancing rights of children in Belarus and observations of project final activities. The consultant will exercise their professional judgement to determine if additional review tools should be used to meet the ToRs requirements.

3. **Conducting data collection and analysis:**

Develop interview guide and conduct interviews with the main project experts (YFHCs staff, health and education institutions managers, social pedagogues and outreach workers) engaged in the project implementation (not less than 10 interviews);

Develop focus group guide and coordinate focus groups discussions conducted by an LTA company working with UNICEF with adolescents (separately with boys and girls) developing recording and processing data collection and analyses.

4. **Final review report**

Draft the final review conclusions and recommendations based of the desk review, quality data analyses, present and discuss at the round table with the participation of the main project partners, beneficiaries, Minsk Health Care and Education Committee authorities.

Sum up the round table participants feedback, make necessary adjustment in the project review conclusions and recommendations and draft the final narrative report.

Final narrative report should be prepared, presented in a readable form, in understandable language with specific examples of events, personal stories, photographs, infographics.

The methodology must be agreed upon between UNICEF, the review team and project partners, with consultation of government counterparts and the donor, prior to the start of the review. It should:

- Employ relevant internationally agreed review criteria including those of relevance, efficiency, effectiveness and sustainability, giving special consideration to gender and equity dimensions;
- Use applicable international and corporate norms and standards for review;
- Demonstrate impartiality and lack of biases by relying on a cross-section of information sources (e.g. stakeholder groups, including beneficiaries, etc.) and using mixed methods (e.g. quantitative, qualitative, participatory) to ensure triangulation of information through a variety of means.
- Be geared towards addressing the key review questions considering the review challenges, the budget and timing constraints;
- Be based on an analysis of the logic model of the operation and on a thorough stakeholder analysis;
- Using mixed methods and appropriate sampling ensure that women, girls, men and boys from different stakeholder groups, including the most marginalised, participate and that their voices are heard and considered;
- Be synthesized in a review matrix, which should be used as the key organizing tool for the review.

The review team will be expected to follow the UNICEF procedures for Ethical Research Involving Children. Based on the "Criteria for Ethical Review Checklist" as the interviews and focus groups will involve children protocols for the protection of human subjects such as written protocols to ensure human subjects' safety and identities, protection of data protocols and consent forms and other relevant instruments will be reviewed and approved by the ethics board. The official ethical approvals will be received using the regional IRB LTA holder.

To facilitate the review process, UNICEF will ensure that local stakeholders and other counterparts are consulted throughout the process. The CO will assist with the consultant in organization of meetings with the relevant local authorities, development partners, institutions, key stakeholders and beneficiaries.

The CO will support the establishment of a Review Reference Group comprising key stakeholders to the review (UNICEF, YFHCs, Children's Polyclinics and NGOs and adolescents) who will have the role to review and provide feedback in the course of the implementation of the review and its specific outputs. The objective of the Review Reference Group is to support a credible, transparent, impartial and quality review process in through reviewing deliverables.

The following limitations to the project review are anticipated:

- I. Pandemic;
- II. Staff turnover in the involved partner institutions during the implementation of the project may lead to lose of relevant information.
- III. Interventions by other entities (NGOs) within the framework of the project.

Sources of information for review:

- Project documents (project proposal, project budget, project matrix, cooperation agreement between UNICEF and the 17th city children's polyclinic).
- Project reports (financial, digital and creative).
- Applicable laws and regulations.
- Methodological materials and other documents developed during the project (methodological manuals, educational and informational materials for teachers and adolescents, etc.).

- Publications and reviews in the media, on social media, on the polyclinics webpages (17th city children's polyclinic, 8th city children's polyclinic, websites of partner organizations).
- Interviewing representatives of the project team and project participants (outreach specialists, peer consultants), as well as representatives of target groups and project beneficiaries.

7. Expected Deliverables, Timeframe and Reporting requirements

The consultant will report to the UNICEF M&E Specialist. Once the documents are prepared and delivered, UNICEF shall hold the Intellectual property right of the documents and the related materials.

Expected deliverables:

1. review methodology, tools and plan developed and agreed with UNICEF and stakeholders;
2. data analysis results,
3. key findings of the review, developed recommendations presented in the form of inception and final reports;
4. final report presented in readable form, in understandable language with specific examples of events, personal stories, photographs.

Review main deliverables and deadlines

Date	Deliverables
By June 30 (5 days)	Desk review of all documents, reports and data provided by the project team and other relevant sources of information developed, including the assessment of the review feasibility. The desk review results are presented to the stakeholders at the round-table, if necessary.
By July 15 (5 days)	Review methodology and tools developed and agreed with UNICEF, the Juventus and Doverie YFHCs and other stakeholders. Inception report submitted for UNICEF technical review.
By August 15 (20 days)	Information collected in accordance with the review methodology. The collected information analyzed and structured in the form of a report.
By August 30 (12 days)	The main findings of the review and the recommendations developed are presented in the form of a report. Feedback received from UNICEF and stakeholders.
By September 15 (8 days)	Final report prepared, presented in a readable form, in understandable language with specific examples of events, personal stories, photographs, infographics. The report is revised after an external peer review.

Total: 50 days

8. Location, Duration

The review will take place over a period of 3,5 months and will be remunerated against the deliverables as indicated in the TOR.

Travel requirements for the Assignment

Travel around Minsk expected.

9. Supervision, Leadership and Operational Interaction

The individual consultant or team of consultants will work under the guidance of the Monitoring and Evaluation Specialist and in close coordination and communication with the Specialist for adolescent and youth health and development and the adolescent participation consultant.

Representatives of partners involved in planning and implementing the project will be involved in planning the review and developing recommendations by actively contributing during meetings to keep the team informed about the progress and providing feedback necessary to draft inception and final reports.

UNICEF will arrange a meeting with the consultant/s to discuss the workflow, including planning, implementation and production of final deliverables.

The consultant/s shall submit their deliverables to UNICEF on time and in full in accordance with the TOR and promptly respond to requests while the deliverables are reviewed and workshops prepared, including revision, amendments and additions as recommended by UNICEF.

The consultant/s shall submit to UNICEF individual reports on the performance of their work, as well as a general report with findings and recommendations.

10. Payment

Payment will be made in US dollars by wire to the settlement account of the consultant/s against performance of their works and submitting to UNICEF the reports and produced deliverables as follows:

- 50% of the contract will be released by August 20, 2021 subject to the completion of all planned work and the submission of a progress report to UNICEF;
- 50% of the contract will be paid by September 30, 2021 subject to the completion of all planned work and the submission of a report to UNICEF.

11. Failure to Deliver

The payment of remuneration to the consultant/s under this contract, including each payment or recurring payment (if any), is subject to the consultant's full fulfillment of its obligations and the satisfactory acceptance of the results by UNICEF.

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. All materials developed will remain the copyright of UNICEF and UNICEF will be free to use and amend them. This Terms of Reference is an integral part of the contract/s entered into with the consultant/s.

12. Required Qualifications:

- a degree in humanitarian, economic or legal field;
- documented experience (at least 5 years) in conducting development assessments (experience in conducting assessments for the UN in the area of assessment related to vulnerable adolescents is an asset);
- professional experience in organizing and monitoring and evaluating the implementation of programs and projects in the field of adolescent health, education, respect for the rights and interests of children and youth;
- experience in analytical work, preparation and writing of reports;
- experience in research activities, the availability of publications or scientific works is an asset;
- knowledge of international conventions on the protection of the rights of the child and national legislation on the rights of the child;
- experience of working with UN agencies on reviewing, monitoring and evaluating the implementation of international technical assistance programs and projects is an asset;
- proficiency in Russian.
- the consultant/s is/are responsible for conducting the review in accordance with the United Nations Evaluation Group (UNEG) Ethics Guide (<http://www.uneval.org/search/index.jsp?q=ETHICAL+GUIDELINES>). The consultant/s should take

into account beliefs, manners and habits, and act in good faith and with integrity when dealing with all stakeholders. In addition, Team members are required to ensure the anonymity and confidentiality of personal information. All participants must be informed about the content and purpose of the review as well as the confidentiality of the information shared.

- All consultants are required to know the principles and requirements of the UNICEF Procedure for Ethical Standards in Research, Evaluations and Data Collection and Analysis (UPES), confirmed by submission of a completion certificate for an online course called “Introduction to Ethics in Evidence Generation” (<https://agora.unicef.org/course/info.php?id=2173>).
- All consultants are required to be familiar with and use the UNICEF Style Book while producing publications, reports, briefing documents, fact sheets, media materials and web content.

13. Application Process:

Applications are accepted from individual consultants or from groups of consultants (up to 3 consultants). In the case of a group application, the documents listed below shall be submitted for each consultant, indicating the tasks carried out by each consultant (can be specified in the financial proposal).

1. Financial and technical proposal. The technical proposal must include a short description of the review methodology, including an assessment of the review feasibility (1-2 pages), and the workplan. The financial proposal must indicate the amount of the fee per day multiplied by the number of working days.
2. CV.
3. Cover letter (no more than 1 A4 sheet) referencing similar consulting work (if any).