

Title	Funding Code	Type of engagement	Duty Station:
Consultant, Cash Plus Evaluability Assessment		<input type="checkbox"/> Consultant <input checked="" type="checkbox"/> Individual Contractor	Yemen or Remote (home-based)
<p>Purpose of Activity/Assignment</p> <p>Purpose</p> <ol style="list-style-type: none"> The purpose of the evaluability assessment is to prepare Cash Plus for evaluation in 2022, alongside the transition of UNICEF's Universal Cash Transfer (UCT) programme to the Social Fund for Development (SFD) and eventually to the Social Welfare Fund (SWF) in future. The assessment will provide a systematic assessment of whether the programme is justified, feasibly, likely to produce useful information, and ready for meaningful evaluation. It will also provide recommendations to inform future program design in the period between the assessment and the Cash Plus evaluation. The assessment will benefit UNICEF and its partners, including the SWF, for future program planning and coordination of the Cash Plus evaluation. <p>Objective</p> <ol style="list-style-type: none"> The assessment will provide UNICEF, the SWF, local authorities, other UN agencies, donors, communities, private sector partners, and rights-holders with an assessment of Cash Plus' readiness for evaluation in 2022, as well as recommendations UNICEF and partners can undertake to better ready the programme for evaluation. More specifically, the objectives of the assessment are to: <ul style="list-style-type: none"> Assess the programme design's logic and structure to ensure that: there is agreement among programme stakeholders; the logic and structure are clear, relevant, plausible, valid, and consistent; and the logic and structure take account of context and complexity; Identify gaps in the availability and accessibility of data and information that may be required for a robust evaluation; Assess UNICEF and stakeholders' institutional contexts for the practicality and utility of an evaluation of Cash Plus in 2022; Identify potential geographical scope for a 2022 evaluation of Cash Plus based on the above criteria; and Provide recommendations for the adjustment of Cash Plus practices to strengthen the programme's logic and structure, ensure the availability and accessibility of data, and account for institutional contexts in preparation for an evaluation in 2022. 			
<p>Background and Context</p> <ol style="list-style-type: none"> The Yemen's six-year-old war has created chaotic, fractured and polarized differences between key fighting groups on the ground. The result is that today in a country of 30.5 million – 24 million people- require some form of humanitarian or protection assistance including 14.3 million who are in acute need. Most of the social infrastructures including health, education water and sanitation as well as social protection systems are already at the verge of collapse. Poverty was already high in the pre-crisis period, and the escalation of violence and conflict has depressed living standards further. Analysis of data from the most recent nationally representative household survey in Yemen, the Yemen Household Budget 2014, suggests that poverty was 49 per cent in 2014, and, as simulated, might have increased to around 80 per cent. Child poverty (monetary) is estimated to be 84.5 per cent. In response to the above multiple crises, UNICEF YCO is playing significant role to support to poor and most vulnerable children and their families. To increase the impact of the Emergency Cash Transfer (ECT) Project, later renamed the Unconditional Cash Transfer (UCT) Project, UNICEF has introduced Cash Plus Initiative. 			

6. **Cash Plus** refers to complementary programming in which Cash Transfers are combined with other modalities or activities (CALP, n.d.).¹ While cash transfers can be effective alone in the most ideal circumstances, the effect of cash transfers can be constrained by behavioural mediators, such as financial security, or broader moderators, such as quality or availability of and access to basic services (UNICEF, 2017).
7. There are two common modalities for delivering the ‘plus’ component. One is providing access to services such as through the provision of additional benefits or in-kind transfers, information or behaviour change communication, or psycho-social support. The other one is facilitating linkages to services provided by other sectors, such as through direct provision of access to services, or facilitating linkages to services.
8. The Yemen UCT Project is disbursing unconditional cash transfers to 1.5 million beneficiary cases across all Yemen’s governorates and districts and impacting about 9 million people. Those benefiting were identified through the SWF list pre-conflict; and are amongst the poorest in the country. The UCT Project has delivered nine payment cycles to date, having reached an average of 1.4 million people per cycle. Each beneficiary receives the same benefit amount provided by the SWF prior to the conflict, ranging between 9,000 YER and 18,000 YER per quarter, depending on the size of the household. Evidence from post-distribution monitoring (PDM) surveys confirm that over 90 per cent of recipients use this cash for food, about one in four to cover medical expenses, and one in five to pay back debts.
9. At the current exchange rate, the amount received by each beneficiary corresponds to 24 per cent of the minimum food basket. The large scale of the project coupled with concerns on long-term sustainability in case of an eventual handover of the project back to the SWF, does not envisage the increase in entitlement amount. By linking people to services, the Cash Plus initiative has the potential to increase the impact of the cash transfers in the lives of its participants.
10. The objectives of the initiative include:
 - Enhance access to services, and maximize benefit for the UCT recipients and their family members by leveraging on existing resources contributing to the household welfare indicators;
 - Pilot strategies for cross sectoral collaboration with the objective to break silos and maximise benefits to people; and
 - Contribute towards strengthening of the SWF institutional systems.
11. Since the sixth payment cycle of UCT Project, UNICEF Yemen launched a pilot Cash Plus initiative. Cash plus combines cash transfers with **complementary support to maximize the positive impacts of the cash transfers**. The Cash Plus links cash recipients to UNICEF supported programmes in health, nutrition, education, and child protection in coordination with UNICEF programmes. The initiative was first piloted in one district of Amanat Al-Asimah and succeeded in supporting families to access services. This included life-saving support where SAM and suspected cholera cases were identified and referred to healthcare services. Hundreds of children were able to get their birth certificates. These positive results led to an expanded phase two pilot during the UCT seventh payment cycle in four districts in two governorates. During the second phase of Cash Plus, awareness raising on COVID-19 preventions at family level were conducted. Even though it was suspended during the UCT eighth payment cycle due to COVID19, Cash Plus 3rd and 4th cycles were successfully implemented during the UCT ninth and tenth payment cycles. The table below summarizes the number of participants and their locations in the four cycles.

¹ <https://www.syrialearning.org/system/files/content/resource/files/main/calp-updated-glossaryfinal-august-2017.pdf>

Cycle	Period	HH	Members	Location
Cycle 1	October - December 2019	1,224	3,912	Al-Wahdah (Amanat Al Asimah)
Cycle 2	Feb - May 2020	7,790	44,017	Al Tahreer, Al Safiyah (Amanat Al Asimah), Hamdan and Sanhan (Sana'a)
Cycle 3	January to April 2021	9,799	62,994	Ma'een (Amanat Al Asimah) Bani Hushaish, Juhannah (Sana'a)
Cycle 4	June - September 2021	7,507	43,615	Shawoub (Amanat Al Asimah), Arhab and Bilad Al Rous (Sana'a)
Total		26,320	154,538	

Scope

The assessment will cover the time period from October 2019 - September 2021 and include Amanat Al Asimah and Sana'a governorates, in which Cash Plus has been implemented.

Budget Year: 2021	Requesting Section/Issuing Office: Evaluation	Reasons why consultancy cannot be done by staff: Need for external, independent assessment
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Included in Annual/Rolling Workplan: Yes No, please justify:

<p>Consultant sourcing:</p> <p><input type="checkbox"/> National <input type="checkbox"/> International <input checked="" type="checkbox"/> Both</p> <p>Please open this recruitment to both national and international consultants – it does not matter which, as long as the person is qualified.</p> <p>Consultant selection method:</p> <p><input checked="" type="checkbox"/> Competitive Selection (Roster)</p> <p><input type="checkbox"/> Competitive Selection (Advertisement/Desk Review/Interview)</p>	<p>Request for:</p> <p><input checked="" type="checkbox"/> New SSA</p> <p><input type="checkbox"/> Extension/ Amendment</p>
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If Extension, Justification for extension:

Supervisor: Sarah Capper	Start Date:	End Date:	Number of Days (working) 2 months
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TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

Work Assignment Overview

Evaluability Assessment Questions

12. The key questions for this evaluability assessment are structured around the three key factors in evaluability: project design; data and information availability and accessibility; and contexts. In addition, given the current context of Yemen, which faces both conflict and now COVID-19, the criteria selected have been chosen because they are the most relevant and manageable criteria that can be employed to assess the evaluability of the Cash Plus program. Thus, the assessment aims to answer the following questions:

Project Design (Logic & Structure)

- i. Does Cash Plus have a theory of change, baseline, and monitoring framework in place? Have those documents been endorsed by UNICEF partners? How reliable and relevant are they to the program as implemented?
- ii. What evidence does UNICEF have that Cash Plus' objectives can be achieved, given the planned interventions, within the lifespan of its funding, based on the contexts of Yemen and similar interventions elsewhere? Which linkages in the theory of change (formal or informal) will be most critical to the success of the program?

Data and Information Availability and Accessibility

- iii. How available, accessible, and reliable is the documentation (e.g., project proposal, progress reports, past evaluations, other commissioned studies, lists of service users, indicators) of Cash Plus, relative to what could have been expected? If not, is it feasible (with existing staff labor and funding) to make it available, accessible, and reliable by the time of any potential evaluation?
- iv. Will data and information be available and accessible for each of Cash Plus' indicators during the time of the program's intervention for a control group?

Contexts (Practicality & Utility)

- v. What are the physical security risks to collecting evaluation data face-to-face for Cash Plus?
- vi. Are stakeholder expectations of a future evaluation realistic, given the project design, likely data availability, and stakeholder roles? What Cash Plus evaluation questions are of interest to whom? How may previous evaluation experiences affect stakeholders' interest in, commitment to, and perception of a future evaluation?

Stakeholders

13. The following stakeholders have been identified for this evaluability assessment:
- Social Welfare Fund
 - Communities affected
 - Donors
 - Third party monitors

Methodology

14. Given the nature of the program, data availability, and the current context of COVID-19, this assessment will collect primary data from UNICEF and its partners and will make use of existing secondary data and other forms of documentation. There are Cash Plus data available, such as demographic data, needs assessments, referral data, progress reports, and program visit data; however, there are gaps in the available data.
15. Due to the current security situation in Yemen, the spread of COVID-19, and the nature of the assignment, the assessment will not collect data from users of Cash Plus services. The selected assessment consultant will be requested to refine and submit the final detailed methodology for review by UNICEF at Country Office, Regional

Office and NY Headquarters level at the inception phase. UNICEF anticipates that the methodology will include a desk review of available documentation as a part of the inception phase.

Inception and Desk Review

16. The assessment manager will organize a briefing for the assessment consultant at the time of the signing of the contract. By the time of the briefing, the assessment consultant will receive all documents required for the writing of the inception report and desk review. After the briefing, the assessment consultant will have one week to develop the inception report, which should include an elaborated methodology as well as a workplan with timeline and data collection instruments. Requests for additional documents and data should also be made at this time. The desk review should include a review of Cash Plus' program records and related data. Program managers will provide data that are readily available from various sources.
17. After the submission of the inception report, UNICEF will have one week to provide feedback and obtain any ethical clearance required. The assessment consultant will then have one additional week to revise and submit the final inception report.

Data Collection

18. After final methodology and data collection instruments are finalized at the inception stage, data collection will begin. All interviews should be remote. Data collection for this assessment will be limited, as most of the information needed for the evaluability assessment rests with UNICEF and its partners. When organizing interviews, the consultant will work with the Assessment Manager to arrange a draft schedule of interviews to reduce burden on the UNICEF staff and partners.

Data Analysis and Reporting

19. Given the sensitive context of Yemen, the assessment consultant should pay special attention to data quality control. The assessment consultant team, working together with UNICEF, will exercise data quality control mechanisms intended to preserve the integrity and confidentiality of the data. Quality control measures should be included in the inception report, including confidential handling and storage of evaluation data, as well as culturally-sensitive and ethical data collection (according to UNEG standards) and ethical conduct.
20. Data analysis should be guided by the evaluation questions, and the final report should be structured around each topic area of the evaluability assessment: – Project Design (Logic & Structure); Data and Information Availability and Accessibility; and Contexts (Practicality & Utility) - instead of individually by question. Data should be triangulated across sources.
21. The final report should be shared with the Assessment Manager for comments. The draft report should be organized around these criteria, and should be comprehensive and provide detailed and specific results and conclusions, as well as clear recommendations for improving the evaluability of the Cash Plus program based on the findings and conclusions stemming from the evaluability questions.

Ethical Considerations

22. Ethical issues and considerations as per the UNEG ethical standards for evaluation should be adhered to. This includes explicit reference to the obligations of evaluators (independence, impartiality, credibility, conflicts of interest, accountability); and ethical safeguards for participants appropriate for the issues described (respect for dignity and diversity, right to self-determination, fair representation, compliance with codes for vulnerable groups, confidentiality, and avoidance of harm).

Limitations

23. The most important limitation on the evaluability assessment is the timeframe, which cannot be extended. The assessment must be completed in the planned nine weeks due to restrictions on the use of the funding allotted for it; therefore, if some potential interviewees are unavailable at the time of the assessment or do not provide timely responses, their feedback may need to be left out of the assessment.

24. In-country visits by international evaluators will not be possible. Interviews will need to be conducted by a national consultant partner and/or remotely by the international consultant if an international consultant is chosen to conduct the evaluability assessment.
25. In addition to the access restrictions listed above, given the humanitarian situation of Yemen and the onset of COVID-19, the assessment team should remain cognizant that the programmatic staff dealing with this evaluability assessment will continue to face heavy workloads and will not be as available to respond to questions as in many other contexts globally under different circumstances. Communication should flow strictly through the Assessment Manager so as to limit further overloading already-overburdened programmatic staff; the evaluation team should be aware that tight and early coordination with the Assessment Manager is necessary when questions for program staff arise, and that responses could take a longer-than-average time under the current circumstances.

Governance

26. The evaluability assessment will be funded and managed by UNICEF in collaboration with partner institutions and donors, with technical consultation with the UNICEF regional office. The Assessment Manager will supervise the consultant and approve all assessment deliverables. Stakeholders, including UNICEF's Social Policy section, will provide the assessment team access to data and information and facilitate remote data collection via the Assessment Manager. The Assessment Manager and the consultant will hold calls to facilitate the assessment and address any challenges that arise.

Location

27. The work will be home-based.

ICT Considerations and Data Security

28. The assessment team will require access to some of the UNICEF internal databases and documents. Where UNICEF engages third parties to conduct monitoring on its behalf, they are obliged to implement appropriate data security measures. UNICEF data, including intellectual property rights, are the exclusive property of UNICEF and the assessment team has a limited, nonexclusive permission to access and use the data. As provided in the contract, the data will be used solely for the purpose of performing its obligations under the contract. The assessment team has no other rights under the contract, whether express or implied, to any UNICEF data or its context. To maintain the integrity of stored data, data should be protected from physical damage as well as from tampering, loss, or theft by limiting access to the data.
29. Data stored on paper, such as on data collection tools should be kept in a safe, secure location away from public access, e.g., a locked filing cabinet. Confidentiality and anonymity should be assured by replacing names and other personal information with encoded identifiers.
30. All data collected by the assessment team at UNICEF's request is the sole property of UNICEF. The consultant agency will hand over all reports and raw data to UNICEF upon satisfactory completion of the assessment. In terms of disposal, the assessment data will be retained for a minimum of 3 months after UNICEF approval of the assessment report and raw datasets. Paper documents will be shredded, and digitally stored information destroyed or securely overwritten. The consultant will be expected to provide UNICEF with a letter confirming that the data has been disposed appropriately. All assessment data will be stored centrally in one database by the Evaluation section.

Evaluation Process of the Proposal

31. The consultant is requested to submit a CV and a financial proposal. Assessment will be done based on the CVs of the applying consultants on a pass/fail basis, and then financial proposals of qualified, pre-selected finalists will be evaluated for competitiveness.

Unsatisfactory Performance

32. In case of unsatisfactory performance, the payment will be withheld until quality deliverables are submitted. If the selected organization is unable to complete the assignment, the contract will be terminated by notification letter sent 2 weeks prior to the termination date. In the meantime, UNICEF will initiate another selection process to identify appropriate candidate.

Conditions and Administrative Issues

33. The contractor will work on its own computer(s) and use its own office resources and materials in the execution of this assignment. The contractor's fee shall therefore be inclusive of all office administrative costs.

34. Granting access to UNICEF ICT resources for consultants/non-staff is considered as 'exception,' and therefore shall only be granted upon authorization by the head of the office on justification/need basis. This includes creation of a UNICEF email address, as well as access to ICT equipment such as laptops and mobile devices.

35. All persons engaged under a UNICEF service contract, either directly through an individual contract, or indirectly through an institutional contract, shall be subject to the UN Supplier Code of Conduct: <https://www.ungm.org/Public/CodeOfConduct>

36. Please also see UNICEF's Standard Terms and Conditions attached.

Deliverables

37. The contract will have the following deliverables:

- a. Inception report outlining the interpretation of the ToR and methodology to be applied (including perceived limitations), ethical considerations, timeframe of assignment and data collection instruments.
- b. Draft assessment report for comments. The draft report should be comprehensive and provide detailed specific results, conclusions, and clear recommendations.
- c. Final evaluability assessment report. Generally, the final report should be within the page limit of 25 pages, plus a standalone Executive Summary and appendices. However, the structure of the report should be discussed during the inception phase.
- d. The assessment team should submit all the qualitative instruments, raw data, and datasets used in analysis.

38. The report will follow the UNICEF guidelines and be cognizant of relevant UNICEF and UNEG guidelines for evaluability assessment.

39. In the table below the timeline is laid out.

Tasks/Milestone:	Deliverables/Outputs:	Timeline	Estimate Budget
• Organize and conduct briefing meeting		1 day	
• Submit inception report with desk review and data collection instruments	Draft inception report with instruments	1 week	
• Obtain ethical clearance and provide feedback on inception report		1 week	
• Revise and submit final inception report	Final inception report with instruments	1 week	25%
• Collect data (primarily remotely) and analyse data		2 weeks	
• Prepare draft report	Draft report	2 weeks	35%

<ul style="list-style-type: none"> • Provide feedback on draft report 		1 week	
<ul style="list-style-type: none"> • Submit final evaluability assessment with raw data and datasets 	Final report with raw data and datasets	1 week	40%
Estimated Consultancy fee			
Travel International (if applicable)			
Travel Local (please include travel plan)			
DSA (if applicable)			
Printing, communications, and translation costs			
Total estimated consultancy costsⁱ			
Minimum Qualifications required: <input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other Enter Disciplines: Evaluation, development studies, economics, social science, etc.		Knowledge/Expertise/Skills required: <ul style="list-style-type: none"> • Relevant master’s degree (evaluation, development studies economics, social science, etc.) • Minimum of 10 years of experience in leading evaluations in the UN system and in politically-sensitive and crisis-affected environments • Demonstrated leadership of evaluability assessments, some of which are related to cash interventions • Experience integrating gender and human rights into evaluation using social science methodologies • Good understanding of statistical analysis • Proven ability to produce high-quality reports for a policy audience • Strong interpersonal skills and ability to work with senior officials • Cultural sensitivity, especially as demonstrated through similar assignments in the Middle East • Fluency in English, proficiency in Arabic (preferred) 	
Administrative details: Visa assistance required: <input type="checkbox"/> Transportation arranged by the office: <input type="checkbox"/>		<input checked="" type="checkbox"/> Home Based <input type="checkbox"/> Office Based: If office based, seating arrangement identified: <input type="checkbox"/> IT and Communication equipment required: <input type="checkbox"/> Internet access required: <input type="checkbox"/>	
Request Authorised by Section Head		Request Verified by HR:	
<i>Approval of Chief of Operations (if Operations):</i> _____ <i>Representative (in case of single sourcing/or if not listed in Annual Workplan)</i> _____		<i>Approval of Deputy Representative (if Programme)</i> _____	

ⁱ Costs indicated are estimated. 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