

Terms of Reference

Local consultant to support the conduction of a formative evaluation of the progress and effectiveness of IBAMA in supporting vulnerable families and individuals.

TOR Reference Number: LVC/2024/01

<p>AWP activity / Grant information: Activity 2.1.3.2, Coordinate IBAMA evaluation / Grant(s): GP240022 and Non-Grant (GC) / WBS: 2740/A0/07/880/004/009</p> <p>Estimated budget for the contract: MVR 54,000</p> <p>Supervisor/reporting line: This contract will be supervised by Mr. Daniel Patrick Alonso Valckx, Multi Country Evaluation Specialist with support from the in-country Monitoring and Evaluations Officer.</p> <p>Section/Programme: Planning, Monitoring, and Evaluations Section</p>	<p>Contract type: National Individual</p> <p>Duty station: Malé, Maldives</p> <p>Duration of the contract: 4 months</p>
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1. Background

While Maldives has made significant progress in terms of access to basic social services and social protection interventions, an unfinished child rights agenda remains, with many children still vulnerable to issues such as violence, drugs, neglect, and exploitation. According to the last census (2022), there are 3,401 children with disabilities, and 28,500 children without parental support. Also, 517 children were reported to be abused (physically or sexually). All these vulnerabilities require a multi-sectoral response.

IBAMA – Ijthimaae Badhahi Madhadhuverin (translated IBA -You; and MA - Me) - is a multi-sectoral platform that brings together Island Councils, city/island level entities of the Ministry of Social and Family Development, Ministry of Education, Ministry of Health, and Maldives Police Service, at the island level to identify vulnerable children and families and link them with social services. By bringing together social service providers, IBAMA works on the promotion, prevention, and protection of human rights of communities including children, with a focus on the most vulnerable. It serves as a key coordination mechanism for social service sectors to collaborate and work together to provide vulnerable children and families with the required support.

The IBAMA regulation was published in the Government Gazette on 8 September 2022, empowered by 17 laws and regulations referencing multisectoral collaboration within government entities. The policy also encompasses child rights as stated in the Convention on the Rights of the Child, human rights as stated in the Geneva Convention, and gender equality as championed in the SDGs. Led by the Ministry of Social and Family Development at the national level, guardianship of the respective city/island IBAMA lies with the city/island council. The role of sector leadership is to enhance the implementation of the mandate, reach out to vulnerable families, and early identification of, and planning and assisting with interventions for vulnerable families and individuals in need.

As of today, with the initial training supported by UNICEF, IBAMA has been established in 132 cities/islands across 12 atolls, and UNICEF in coordination with the stakeholder ministries/institutions aim to continue to establish IBAMA in all islands of Maldives. Currently work is underway to identify and address gaps to enhance the functionality of IBAMA.

UNICEF has played a key role providing technical support to establishing a culturally appropriate and feasible option for stakeholders to work together to reach the most vulnerable and marginalized children and families for prevention, protection and responding.

A criterion for functionality and for assessment of the IBAMA had not been established as of now. Following aspects can be considered to rate the functionality and performance of an IBAMA:

Functionality:

- Composition: multi-sectoral participation number of sectors represented (capital/cities 6 areas of work, other islands 5 areas) in the team
- Regularity of meetings
- Completion of the initial training

Performance

- Completion of vulnerability mapping, together with the response-plan
- Linking vulnerable families to services: % of families identified from the vulnerability mapping receiving responses.
- Maintaining database of activities via a local database

2. Objectives

The purpose of this formative evaluation is to provide evidence on the progress and outcomes of the IBAMA(s) implementation to date. Furthermore, the evaluation will identify the successes as well as the challenges and constraints in their work. UNICEF and the Government partners are the primary users of the results of this evaluation. The results of the evaluation will also provide valuable lessons for improvement in establishing IBAMA in the remaining 60 islands.

This exercise will seek to answer the following overarching questions:

- How functional are IBAMAs?
- How effective is the IBAMA program in achieving its intended results, including outcomes, and how efficient is its operational performance?
- What are the key bottlenecks encountered in the implementation of IBAMA, and what good practices and lessons can be documented from its execution and scalability in remaining cities/islands?

To conduct this evaluation, a team of two consultants will be recruited: an international consultant, to serve as the lead, and a local consultant, to provide essential support throughout the formative evaluation process. These Terms of Reference specifically outline the roles, responsibilities, and expectations for the local consultant.

3. Scope of work and methodology

The evaluation scope will include:

- 5% of the IBAMA groups i.e. 7 out of 132 IBAMA groups trained are to be covered in the evaluation, as well as key stakeholders and beneficiaries, along with all of the central agencies involved in the implementation of IBAMA.
- The timeframe is from November 2022 until July 2024.

The evaluation is proposed to be carried out using mixed methods comprising qualitative and quantitative methodologies. The evaluation would include field visits, key informant (including recipients of IBAMA interventions) interviews, focus group discussions, case studies, and survey.

The OECD/DAC evaluation criteria including relevance, coherence, effectiveness, efficiency, and sustainability, will provide the framework for the design, analysis and quality assurance of the evaluation, in addition to addressing the overarching evaluation question.

The local consultant will be expected to conform to guidelines and standards set by the UN and UNICEF and will be guided by Revised Evaluation Policy of UNICEF (2023), the United Nations Evaluation Group (UNEG) Norms and Standards for Evaluation (2016), UNEG Code of Conduct for Evaluation in the UN system (2008), UNEG Ethical Guidelines for Evaluation (2020), UN SWAP Evaluation Performance Indicator (2018), UNEG Guidance on Integrating Human Rights and Gender Equality in Evaluation (2014), and UNICEF-Adapted UNEG Evaluation Report Standards (2017).

4. Deliverables

The formative evaluation is expected to start in August 2024 and be completed by November 2024. The local consultant is anticipated to produce the following deliverables:

No	Deliverable	Estimated number of days required	Estimated Completion Date	% Milestone Payment
1	<i>Provide inputs for the Inception report (refer to section 8 of this TOR)</i>	<i>5 working days</i>	<i>14.08.2024</i>	<i>5%</i>
2	<i>Facilitate data collection, analysis and report</i>	<i>21 working days</i>	<i>20.10.2024</i>	<i>60%</i>
3	<i>Contribute to the draft report</i>	<i>8 working days</i>	<i>12.11.2024</i>	<i>15%</i>
4	<i>Contribute to drafting the final report</i>	<i>6 working days</i>	<i>30.11.2024</i>	<i>20%</i>

- The local consultant will be paid upon satisfactory completion of assigned tasks and receipt of key deliverables and as certified by the UNICEF Maldives.
- UNICEF reserves the right to withhold payment or partial payment for deliverables that are of poor quality or that do not meet the deadline stated in the contract.
- If deliverables are submitted before the end of the contract, payment will be processed.
- The final payment will be processed within 30 days of the expiry date of the contract upon confirmation of satisfactory delivery of services.

5. Working Location and Travel (if required.)

The local consultant will be required to work in the field for face-to-face interviews with key stakeholders, including travel to the selected islands. The duration of travel to each island would be 2 days. The consultant will also be required to be available for meetings with the UNICEF team on progress of the evaluation.

6. Management oversight and quality assurance

Team lead consultant: An international consultant will serve as the team lead for the evaluation, providing strategic direction and ensuring effective execution. S/he is responsible for the timely and high-quality delivery of all evaluation deliverables and will act as the main liaison with UNICEF, maintaining regular

communication and addressing any concerns. Additionally, the team lead will oversee and support the local consultant, ensuring their work integrates seamlessly into the evaluation.

Evaluation Manager: This role would be taken up by the Multi-Country Evaluation Specialist from UNICEF ROSA. Primary responsibilities include:

- Lead on recruitment of the consultant and provide supervision and support to the consultant.
- Help develop the design and scope of the evaluation.
- Oversight and management of the evaluation process and budget, in coordination with other key stakeholders.
- Leading on quality assurance throughout the process, assuring the quality and independence of the evaluation and guarantee its alignment with UNEG Norms and Standards and Ethical Guidelines and other relevant procedures, managing stakeholder engagement in this (gathering and collating feedback), and consultant's performance against ToR deliverables.

He will be supported by the Monitoring and Evaluation Officer at MCO for day to day and in-country coordination and logistic and administrative support.

The Evaluation Reference Group (ERG): An ERG should be set up and comprise a small group of key UNICEF internal stakeholders led by the MCO Deputy Representative, the in-country Monitoring and Evaluation Officer, the Multi-Country Evaluation Specialist, member(s) of the Child Protection Section, and Government counterparts. Primary responsibilities include:

- Facilitate consultations with Government and partners, including ensuring lists of contacts, data and information is prepared for the consultant, organizing the introduction of the consultant, arranging interviews, briefings, meetings.
- Oversee the evaluation process and quality assurance the evaluation products and deliverables including providing comments and feedback on draft reports.
- Develop the Evaluation Management Response in consultation with stakeholders, for approval by the Representative and monitor progress in implementation over the coming two years.

Quality Assurance: Quality assurance through the process will be undertaken by:

- The consultant will ensure the quality of the evaluation through assurance mechanisms, including the triangulation of data, etc.
- The Evaluation Manager is responsible for quality assurance of all deliverables in line with UNEG Norms and Standards and Ethical Guidelines and other relevant procedures checking that the evaluation methodologies, findings and conclusions are relevant, and recommendations are implementable, and contribute to the dissemination of the evaluation findings and follow-up on the management response. She will review the initial deliverables (such as draft inception report, first draft of the final report) and work with the consultant on necessary revisions to ensure the deliverables meet minimum quality standards. Once the minimum standards are met, the Evaluation Manager requests feedback from stakeholders, consolidates all comments from Reference Group, other MCO staff and key stakeholders on a response matrix and requests the consultant to indicate actions taken against each comment in the production of the penultimate, and final draft.
- ERG provides comments and substantive feedback to ensure the quality – from a technical point of view – of key evaluation deliverables including the inception report and draft report.
- The Representative will sign off all deliverables of the evaluation, upon the recommendation of the Evaluation Manager and ERG.

7. Qualifications or specialized knowledge and/or experience required.

The assessment will be conducted by a highly qualified local consultant. Mid-level experts are welcome to apply. The consultant must have strong skills and expertise in conducting literature/desk reviews and evaluating social programs, and processing, analyzing, and synthesizing data from data sources.

Minimum Requirements:**Education**

- At least Bachelor's degree in social sciences ideally a Master's degree in child protection, social work, or other related social sciences fields.

Work Experience

- At least 5 years of experience in child protection, social work, or community work is required.
- At least 5 years of experience in conducting research, studies, and evaluations is desirable.

Competencies

- Proven experience in applying qualitative research methods with the ability to effectively communicate data and analysis.
- Demonstrated ability to work collaboratively in a team and conduct data collection efforts, particularly Key Informant Interviews (KII) and focus group discussions.
- Strong understanding of the social and contextual environment of the Maldives.
- Familiarity with UNICEF's organizational procedures and systems is desirable.
- Excellent oral and written communication skills in both English and Dhivehi is required
- Experience with the ethics of evidence generation and a thorough understanding of ethical safeguards is desirable
- High degree of flexibility and adaptability

Language Proficiency

- Must be proficient in English and Dhivehi

8. Evaluation Workplan

Contribution to the Inception Report (in English): Building on the Terms of Reference, the desk review, as well as initial meetings, the local consultant will work under the oversight of the international consultant to provide critical inputs for the inception report. This includes the context, presentation of the key milestones of IBAMA, logistics, list of key stakeholders to be interviewed and ethics sections of the inception report. The local consultant may also be required by the team lead to lead in drafting, reviewing, and commenting on specific sections of the inception report, ensuring they are contextually adapted to the realities of the Maldives. This may include sections such as the evaluation methodology, matrix, context, and findings. Additionally, the local consultant will leverage their local expertise and knowledge in mapping key stakeholders to be interviewed, building on his/her local knowledge and connections to ensure comprehensive stakeholder representation, conducting interviews and interpretation of findings.

Contribution to the data collection: The local consultant will play a critical role in the data collection process, which includes managing logistics, arranging, and conducting interviews, and facilitating focus groups in the local language. For sessions all session including those the lead consultant is not present or are in Dhivehi, the local consultant will ensure comprehensive and accurate notetaking based on a pre-agreed format developed in collaboration with the lead consultant. This documentation will be essential for maintaining consistency and ensuring that all data is captured effectively.

The local consultant is expected to prepare a short report containing key triangulated findings from the interviews and focus groups s/he conducted. The local consultant will also be expected to participate in the validation workshop and may be asked to present some of his/her findings.

Inputs for the draft report: The local consultant will be required to draft several sections of the final report. This will include preparing the context, presenting key milestones of the IBAMA intervention, and compiling the annexes. Additional sections may be assigned based on the approved inception report and the expertise of the team members. The local consultant will also be expected to participate in the presentation of the report and may be asked to present sections s/he prepared.

The draft report will undergo multiple rounds of quality assurance and stakeholder reviews. The local consultant will then be responsible for addressing observations and comments from these reviews on sections s/he prepared, ensuring they are accurately incorporated into the revised version of the report.

Note:

- **Raw data:** All raw data and complete transcripts from primary data collection will be delivered to UNICEF. All original instruments with their recorded field data, transcripts, and copies of all excel files/databases used for data analysis will be delivered to UNICEF to validate the analyses. UNICEF shall be entitled to all property rights, including but not limited to patents, copyrights, trademarks, and materials that bear a direct relation to or are made in consequence of the services provided. At the request of UNICEF, the consultant shall assist in securing such property rights and transferring them to UNICEF in compliance with the requirement as is applicable.
- In the domain of ethical compliance, the evaluation should be guided by **UNICEF Procedure on Ethical Standards in Research, Evaluation, Data Collection and Analysis** and when relevant the approval of an ethical review board will be a prerequisite for the research.
<https://www.unicef.org/evaluation/documents/unicef-procedure-ethical-standards-research-evaluation-data-collection-and-analysis>

9. Copyright, Patents, and other Proprietary Rights

Kindly refer to UNICEF GENERAL TERMS AND CONDITIONS FOR INSTITUTIONAL/ CORPORATE CONTRACTS (GTC) paragraph 5.

10. Application and Evaluation Process

UNICEF will review the CVs of the candidates as per requirements defined in section 7 of this document. The proposals obtaining an overall score of 70 percent will be call for a short interview.

For the fees, please also share a lumpsum figure to complete the entire assignment based on the terms of reference. The lump sum should be broken down to show the detail on the consultant fees and all other expenses, including travel costs, cost of accommodation and meals and incidentals.