

Team Lead Evaluation Expert

Table 3: Duration, Tasks, deliverable and time frame for Team Lead Evaluator Expert

Phase	Key Tasks	Deliverable	Time Frame
Inception (10 working days)	<ul style="list-style-type: none"> Introduction kick off meeting/initial meetings with key UNICEF and key stakeholders. Review the adolescent girls’ programme interventions and literature, policy documents and guidelines. Conduct field mission visits to three COs and Regional Office as part of the inception Development of evaluation matrix and stakeholder mapping exercise. Develop evaluation methodology, and data collection tools. Clear off and/or approve data collection tools before actual field data collection. Draft and submit inception report as per UNEG norms and standards. Submit documentation for Institutional Review Board (IRB) for submission by UNICEF. Devise criteria for selecting countries for actual data collection and share with UNICEF and ERG for approval. Ensure the participation of children and adolescents. Produce a dissemination plan for the evaluation with suggested dissemination products. 	<p>Approved Inception Report</p> <p>IRB certificate issued.</p> <p>Approved Dissemination plan</p>	16 th Sept to 15 th Nov 2024
Data collection, analysis, and validation workshop (15 working days)	<ul style="list-style-type: none"> Conduct Key Informant Interviews in elected <u>COs and Regional Level</u> Conduct at least 2 field missions to oversee data collection process. Ensure the engagement of adolescents throughout the data collection process. Work with the Researcher/Data Analyst to ensure that data analysis is undertaken, and that all data are analyzed, both quantitative and qualitative data with appropriate software Prepare PowerPoint of preliminary findings, conclusions, lessons learned, recommendations. Organize a validation workshop with key stakeholders including adolescents to discuss preliminary findings and agree on strategic recommendations. 	Validation report with evaluation recommendations	29 th Nov –31 st Jan 2025
Reporting and dissemination of findings (15 working days)	<ul style="list-style-type: none"> Draft final report Present the final report to the key stakeholders. Present a near final report to the ERG for feedback Address ALL comments from stakeholders. Submit final report based on the UNEG evaluation guidance for report writing and Geros template. Submit a simplified summary with infographics for key findings for access by adolescent (an adolescent friendly version of the report), 3-5 pages Undertake key dissemination activities for different audiences. 	<p>Draft report</p> <p>Final report</p> <p>Adolescent summary report with infographics</p>	31 st Jan – 31 st March 2025

Total working days: 40

Note: Due dates may shift due to unforeseen circumstances and with agreement of the supervisor/manager without need for amendments as long as the overall fee remains the same.

Additional Notes for the Team Lead

- Team Lead quality assures all evaluation products (deliverables shown in Table 3) before they are shared with UNICEF for review by the evaluation manager and ERG and advisory committee and/or task force.
- Make a presentation to the Evaluation Reference Group (ERG) and other stakeholders, including programme focal persons.
- An inception report with annexes, operational plan, field-tested and translated data collection tools presented and endorsed ERG members and UNICEF.
- The consultants will complete the documentation for ethical review based on template issued by UNICEF.
- Draft report of findings/ recommendations presented to ERG, UNICEF, and relevant stakeholders at a validation workshop, including an update on the results framework of the projects and/or TOC.
- Final report incorporating feedback from ERG, UNICEF, and other stakeholders submitted including annexes is expected to meet the norms and standards as stipulated in the UNICEF evaluation report format [UNICEF-adapted Evaluation Reports Standards](#) and minimum standards of [Global Evaluation Report Oversight System](#) (GEROS).
- Ensure the report has an executive summary, maximum of 5 pages outlining the evaluation process, findings, lessons learnt, conclusion and recommendations, the main report (excluding annexes) to be 50 pages maximum. All annexes to be submitted separately as Vol. 2.
- All submission will be in English and consultants to use the UNICEF guide for writing which will be submitted at inception.
- An Adolescent friendly summary version of the final report produced with infographics; 3- 5 pages maximum.
- Dissemination plan with clear target population identified and communication products for each stakeholder suggested.

Evaluation methodology (guide for Team Lead)

The Team Lead Evaluator is expected to develop an evaluation methodology that incorporates a grounded methodology and analytical approach. This will be refined and finalized at inception. The evaluation must go beyond the act of simply describing and summarizing the key features of the programme. It should enable investigation into the merits of the diverse adolescent programmes in the participating countries stated in [Table 1](#). The minimum expectations for data collection will include:

- A theory-based approach, which entails an assessment of the results framework. Discussion of whether to include consider the TOC will be firmed up at inception, but suggestions can be included as part of the proposal.
- Primary data which will employ participatory approaches, utilizing both qualitative and quantitative methods and working closely with adolescent girls (and boys) – specific sampling criteria will be discussed to ensure systematic engagement and participation of adolescent girls. The formative evaluation is expected to incorporate, at a minimum, a range of qualitative methods that also include in-depth document review; key informant interviews (KII), focus group discussions (FGD), and validation workshops. A detailed case study of an adolescent programme can be highlighted to show success and draw lessons for replication to other ongoing programmes.
- The workshops should take the human-centered design workshops or any other relevant format to ensure interactivity and meaningful participation to draw effective results.

- The evaluation will ensure the meaningful participation of adolescent girls throughout the process, adhering to the do-no-harm principle as described under the **ethical procedure section**.
- Quantitative approaches such as surveys should be considered as appropriate, with proper sampling procedures to ensure coverage and reach. Clear sampling procedures will need to be developed and presented in the technical proposal.
- The use of photographic evidence by adolescent girls is encouraged. Appropriate technology can be used in situations where remote data collection is not a possibility, though we strongly encourage in-person data collection. Real time data collection technologies such as ODK and many others can be used. However, the team needs to consider the cultural sensitivity and security context of the countries being evaluated.
- Data should be disaggregated by gender, location and age of respondents, disability, and other disaggregation factors.
- Data analysis must cover the adolescent programme performance against set objectives and indicators.
- A human rights approach, equity and integration of gender and disability is necessary. Climate change integration can be integrated where appropriate. Ensure that the gender for each respondent is captured to facilitate a gender lens to the evaluation.