



TERMS OF REFERENCES

Two National Consultants to evaluate the progress of the National Programme on Demographic Security 2011 – 2025 and its Action Plan

Job title:	Two National Consultants to evaluate the progress of the National Programme on Demographic Security 2011 – 2025 and its Action Plan
Duty Station:	Chisinau, Republic of Moldova
Deadline for application:	21 February 2016, 23:59 GMT+2
Expected Duration of Assignment:	01 March – 15 October 2016, up to 30 working days per each consultant
Partner institutions:	<ul style="list-style-type: none"> ▪ National Commission on Population and Development (NCPD) ▪ Ministry of Labour, Social Protection and Family (MoLSPF)
Funded by:	UNFPA, United Nations Population Fund and Czech Republic Development Cooperation

1. Purpose

UNFPA, United Nations Population Fund in the Republic of Moldova in partnership with the Ministry of Labour, Social Protection and Family, with the financial support of the Czech Republic Development Cooperation requires the services of the two National Consultants for evaluation of the progress in implementation of the National Programme on Demographic Security 2011 – 2025 and its Action Plans¹.

The evaluation will assess the effectiveness, efficiency, relevance, impact, leadership and institutional management and human rights based approach and relevant cross-cutting issues in implementation of the National Programme on Demographic Security 2011 – 2025 and its Action Plan, results achieved, factors that facilitated/hindered the achievements, will document good practices and lessons learned and provide recommendations for review the Programme and for development of a new Action Plan.

2. Background

The Republic of Moldova is undergoing a significant demographic change – depopulation and accelerating ageing. It is a result of low fertility level exacerbated by high secondary infertility, and negative migration balance during past decades. If current trends and policies continue, the total population will be between 2.9m (low case scenario) and 3.4m (high case scenario) by 2035². According to the Border Police of the Republic of Moldova, in 2014 out of 3.5m of total population, 761.970 were abroad (46% men and 56% women), from which 490.359 persons for up to one year and 271.611 more than one year³.

The official statistics says that in 2014, 15.7% of the population were elderly and 25% young people with the age 16 – 30 years⁴. On the other hand, age dependency ratios in Moldova are presently at an all-time low, suggesting favorable conditions for the country to benefit from a potential demographic dividend.

The demographic sector is coordinated in the Republic of Moldova by the National Commission for Population and Development, chaired by Deputy Prime-Minister and its secretariat is facilitated by the Ministry of Labour, Social Protection and Family (MoLSPF). The Commission brings together representatives from different ministries and government institutions, academia, NGOs and international partners such as UNFPA.

National development priorities of the Republic of Moldova have been reflected in the National Strategy “Moldova 2020”⁵, where pension system financial sustainability directly related to population ageing is one of eight priorities. While Moldova

¹ Government Decision for approval of the National Programme on Demographic Security 2011 – 2025
<http://lex.justice.md/viewdoc.php?action=view&view=doc&id=340745&lang=1>

² International Conference on Population and Development after 20 years. Sociodemographic profile of the Republic of Moldova. Demographic Research Center, July 2014.

³ Border Police of the Republic of Moldova, <http://www.border.gov.md/index.php/en/>

⁴ National Bureau of Statistics, www.statistica.md

has a relatively strong policy and institutional framework in the field of population and development, a sustained effort is required to turn policy into practice and to achieve actual results for people. As a development partner, UN in the Republic of Moldova, under the United Nations-Moldova Partnership Framework “Towards Unity in Action” 2013-2017⁵, aims to assist the Government of the Republic of Moldova in promoting its reforms, supporting the implementation of the new Association Agreement with the European Union, fulfilling the administrative capacity requirements that the Republic of Moldova agreed to meet.

In concordance with these policy frameworks, UNFPA, United Nations Population Fund is implementing the Country Programme 2013–2017 with focus on population and development, sexual and reproductive health and rights, youth and gender. The **Output 4** of the Country Programme 2013 – 2017 aims to “Enhance national capacity to produce, utilize and disseminate data to contribute to evidence and rights-based policy mechanism”⁷, part of the UNFPA Strategic Plan 2014 – 2017, **Outcome 4** “Strengthened national policies and international development agendas through integration of evidence-based analysis on population dynamics and their links to sustainable development, sexual and reproductive health and reproductive rights, HIV and gender equality”⁸. Within this Country Programme Output UNFPA provides support to the Government of the Republic of Moldova in addressing demographic challenges through evidence-based policies.

3. Context

In 2013, the Republic of Moldova has created a new Centre for Demographic Research for strengthening demographic research to better align national population policies to EU requirements⁹. In 2014 Government of Moldova approved a new Action Plan on Demographic Security for 2014 – 2016 based on the National Programme for Demographic Security 2011 – 2025.

According to the National Development Strategy “Moldova 2020” the pension system in Republic of Moldova operates based on the pay-as-you-go scheme, which consumes 8.8% of GDP. In 2010, 69.6% of the working population was contributing to the social security system, and pensions were paid for 84.7% of citizens who have reached the retirement age, i.e. a total of 460,500 people, or 13% of the total population. Thus, the pension system has a significant role in ensuring a decent standard of living for the population. In 2011, expenditures for payment of pensions were 67.8% of the total social security budget¹⁰.

In the period of 1 – 5th December 2014, at the request of MoLSPF and UNFPA, UNDESA fielded a mission in the Republic of Moldova for carrying out a thorough assessment of economic policy framework in response to the population challenges, as well as gaps and needs for further actions required in the field of (1) macro-economic policies; (2) population and development and (3) pension system. The findings of this mission are that the declining birth rate and the high rate of migration of young people increase the dependency ratio and depopulation. This is accompanied by a decrease in the share of children (population under 14) and slight increase in the share of elderly (population over 65).

The share of working age population (15 to 65) actually increased in recent 25 years from 64 % in 1989 to 72% in 2013, but a considerable portion of this population is working abroad and is not contributing to the national social insurance system¹¹, despite bilateral social security agreements signed by the Moldovan Government with main destination countries of migrant workers.

To ensure that public policy in the field of demography and population are evidence-based and follow recommendations for implementation of the EU Association Agreement, national counterparts need to link macro-economic policies with demographic trends, as part of the implementation process of the National Programme on Demographic Security 2011 – 2025 and its Action Plan.

4. Scope

The overall scope of the assignment is to evaluate the progress of the National Programme on Demographic Security 2011 – 2025 and its Action Plans.

The evaluation will assess the effectiveness, efficiency, relevance, impact, leadership and institutional management and human rights based approach and relevant cross-cutting issues in implementation of the National Programme on

⁵ National Development Strategy Moldova 2020 <http://www.cancelaria.gov.md/lib.php?l=ro&idc=435&nod=1&>

⁶ United Nations Partnership Framework 2013-2017 http://unfpa.md/images/stories/docs/UN-Moldova_Partnership_Framework_2013-2017.pdf

⁷ UNFPA Country Programme for 2013-2017, approved by UNFPA Executive Board at the ordinary session of 4 to 10 September 2012, http://unfpa.md/images/stories/docs/UN_version_CPD_for_the_Republic_of_Moldova_2013-2017_Engl.pdf

⁸ UNFPA Strategic Plan 2014 – 2017

⁹ Population and Development Policy Brief, UNFPA, October 2014

¹⁰ National Strategy “Moldova 2020” <http://www.cancelaria.gov.md/lib.php?l=en&idc=435>

¹¹ V. Popov, J. O’Toole, Report on macroeconomic policies and demographic trends in Moldova, UNDESA Mission, 1 – 5th December 2014.

Demographic Security 2011 – 2025 and its Action Plan, results achieved, factors that facilitated/hindered the achievements, will document good practices and lessons learned and provide recommendations for review the Programme and for development of a new Action Plan.

For the above mentioned assignment, a team of two National Consultants will be selected. National Consultants will work under overall leadership of the National Commission for Population and Development, Ministry of Labour, Social Protection and Family and UNFPA, United Nations Population Fund.

Both consultants will be involved in carrying out this assignment using a participatory methodology proposed by consultants and agreed with MoLSPF and UNFPA. Main findings and recommendations collected during this process will be used for further development of the new Action Plan and for review of the National Programme.

Evaluation Report will be proposed for comments and suggestions to the members of the International Advisory Panel on Population and Development (IAPPD) which will meet on 20 – 21st April 2016 and in late September 2016.

5. Objectives

To achieve the envisaged scope, the following objectives were set:

- Evaluate the progress in implementation of the Programme and results achieved so far towards initially set objectives and targets.
- To assess the relevance, effectiveness, efficiency, impact, leadership and institutional management and human rights based approach and relevant cross-cutting issues in implementation of the Programme.
- Analyze and describe the extent to which the national ownership is ensured, including domestic financial allocations to accelerate Programme implementation.
- Describe good practices and provide factors that facilitated and/or hindered the achievements of the results so far and elaborate lessons learned to be considered in reviewing of the Programme;
- Present specific recommendations to be incorporated in the next Action Plan of the Programme.

The evaluation will consider core results achieved since 2011 and will present, to the extent possible, implications of the results achieved towards demographic context of the country. Evaluation should be grounded on human rights based approach, ensure that results achieved are evidence-based, proposed recommendations are results-oriented and specific.

6. Evaluation criteria and evaluation questions

The evaluation should take into consideration the following criteria and evaluation questions:

Relevance. Evaluate to what extent the implementation of the Programme on Demographic Security and its Plan respond to the demographic context of the country:

- Do the twelve strategic objectives and its associated expected results remain relevant to the current demographic context of the Republic of Moldova?
- Are the implemented activities consistent with the objectives and expected results?
- To what extent the Action Plan is likely to contribute to the longer-term objectives of the Programme?

Effectiveness. Evaluate the extent to which planned results and indicators are tracked and have been effectively achieved so far as result of Programme implementation:

- Assess effectiveness of monitoring and evaluation system for the implementation. How the M&E framework might be strengthened?
- Examine the achievements of the Programme so far with regards to progress made against its objectives; identify what has worked well and areas requiring improvements.
- Have the mechanisms for stakeholder's participation, including civil society organizations, private sector, trade unions etc., been developed and consolidated?
- To which extent current Programme and its Action Plans addresses key demographic challenges?
- Have the necessary legislative framework been developed and amended to support the implementation of the Programme?
- Are there any internal or external constraining factors and obstacles that have hampered progress towards implementing Programme objectives and achieving associated outcomes?

Efficiency. Evaluate how economically or optimally financial, human and technical inputs have been used to produce results:

- How efficiently has result based management been applied in tracking the results so far of the Programme?

- What was the domestic financial support provided by the authorities nationally and locally in implementation of Programme?
- Is there a mechanism of correlation demographic challenges and annual / medium term budgetary framework?

Impact. Assess the extent to which the results achieved have made a real difference to the beneficiaries:

- Do the beneficiaries and other stakeholders affected by the Programme perceived the effect of the interventions on themselves?
- What has been improved and what has not been improved? What are their recommendations for the future in this regard?
- What appear to be the most significant key constraints to sustainability, and are adequate strategies being implemented to address these constraints?

Leadership, Management and Institutional Arrangements. Asses to which extent the leadership and management of the interventions ensured the relevance, effectiveness, and the impact of the Programme implementation:

- To what extent did the intervention mechanisms (administrative regulatory framework and procedures) foster or hinder the achievement of the results?
- Did the management of the Programme implementation ensure co-ordination with other similar interventions to encourage synergy and avoid overlaps?
- Is there effective coordination among the government and civil society organization in the implementation of the Programme?

Human rights based approach and relevant cross-cutting issues. Evaluate to what extent has human rights and gender equality considerations have been effectively mainstreamed throughout the Programme in its development and implementation:

- Does the implementation of the Programme actively respond to the needs and rights of vulnerable groups?
- To what extent and how the Programme ensured a non-discrimination and equity focus?

The evaluation team should consider contribution of all partners to the implementation of the Programme.

7. Methodology and approach

The evaluators are expected to submit a context specific evaluation methodology as part of the Inception Report which will highlight the criteria and proposed evaluation questions listed above. The evaluation will be conducted in close coordination with the Ministry of Labour, Social Protection and UNFPA Moldova Country Office.

The collection of evaluation data will be carried out through a variety of techniques that will range from desk review, direct observation to informal and semi-structured interviews and focus/reference groups discussions.

Data collection.

The evaluation will use a multiple-method approach including documentary review, group and individual interviews, focus groups and field visits as appropriate. The evaluation will 1) review annual reports on the implementation of the National Programme on Demographic Security its Action Plan presented to the Government, reports and studies carried out by the development partners, other relevant policies and publication; 2) interview relevant national and local stakeholders. These stakeholders may include representatives from the government, civil-society organizations, the private sector, UN organizations, trade unions, other multilateral organizations, bilateral donors, and most importantly, the beneficiaries of the policies; and 3) facilitate public consultations with stakeholders and beneficiaries to determine performance of the implementation of activities and to collect recommendations for reviewing the Programme.

Stakeholders' participation

The evaluation will be conducted based on the bottom-up participatory approach. Three public consultations will be organized by the Ministry of Labour, Social Protection and Family and will be facilitated by the evaluation team in order to evaluate the progress of the Programme and to collect recommendations for the new Action Plan.

The evaluators will undertake triangulation and consolidation of the data obtained from the methodological processes outlined in the evaluation methodology framework. They will also align objectives or results of the Programme to the specific questions, performance indicators, data sources and data collection requirements to facilitate the evaluation proper. The evaluators should ensure compliance of the report with the Evaluation Quality Assessment Criteria of the UNFPA Department of Oversight. (*Annex 1*)

8. The evaluation process

The evaluation of the Programme's progress will include the following key steps:

- i. Preparation
 - a. This involves briefing, orienting and clarifying relevant issues and approaches to the evaluators with the UNFPA and the Ministry of Labour, Social Protection and Family.
- ii. Inception
 - a. The evaluation team prepares a brief inception report which will include a clear, time and resource bound detailed work plan, methodology and clear evaluation questions and tools. An inception report to be prepared by consultants and presented to UNFPA CO and the Ministry of Labour, Social Protection and Family for discussion and agreement before the evaluation team moves to the implementation phase.
- iii. Data collection
 - a. Desk review and analysis of the annual reports on the implementation of the Programme and its Action Plan, reports of the national authorities responsible for the implementation of the strategy, reports and studies carried out by the development partners, other relevant policies and publication. The list of key documents will be agreed with the UNFPA and the Ministry of Labour, Social Protection and Family.
 - b. Carrying out individual or collective interviews with partners and stakeholders (national authorities, NGOs, development partners). Additionally, facilitate at least three public consultations with relevant stakeholders. Consultations are scheduled for March 2016 and final dates will be agreed with Ministry of Labour, Social Protection and Family and UNFPA.
- iv. Analysis
 - a. Evaluators will analyze collected data/information, seek clarifications from different sources to enrich the findings. In the absence of midline and end line data, use available data collection methods as much as practicable to collate feedback on the results of the Programme from beneficiaries and other stakeholders.
- v. Reporting
 - a. Evaluators produce and submit a draft report according to the agreed format which consists of findings that details the current status of the Programme, the assessment of the results and recommendations for the next Action Plan and for the review of the Programme. The draft Report will be presented not later than April 2016 during the meeting of the International Advisory Panel on Population and Development which is to take place on 20 – 21st April 2016.
 - b. Evaluators produce a final report that incorporates the feedback received.
- vi. Dissemination

Dissemination of the findings to the appropriate stakeholders and beneficiaries will be done as per agreed schedule. The report will be presented at the meeting of the National Commission on Population and Development for validation. In addition, it might be organized parliamentary hearings on the implementation progress of the National Programme on Demographic Security.

9. Expected outputs / deliverables and timeframe

A. Inception Report

The Consultants shall submit an electronic copy of a draft inception report to UNFPA and Ministry of Labour, Social Protection and Family. The inception report provides an opportunity for the Consultants, UNFPA and the Ministry of Labour, Social Protection and Family to ensure that their interpretations of the ToR are mutually consistent. The inception report shall:

- Explain the evaluators' understanding of what is being evaluated and why;
- Review and strengthen the evaluation methodology (e.g. questions, methods, data-collection instruments);
- Explain how the evaluation questions will be addressed with respect to all evaluative criteria indicated above by way of proposed methods, evaluation designs, proposed sources of data, and data-collection procedures;
- For each of the evaluative criteria, describe the measurable performance indicators or standards of performance that will be used to assess progress towards the attainment of results;
- Discuss (a) the limitations of the proposed methods and approaches and (b) what will be done to minimize the possible biases and effects of these limitations;
- Explain the Consultants' procedures for ensuring quality control for all deliverables;
- Explain the Consultants' procedures to ensure informed consent among all people to be interviewed or surveyed and confidentiality and privacy during and after discussion of sensitive issues with beneficiaries or members of the public;
- Indicate familiarity with and agreement to adhere to the requirements of the UNFPA's Evaluation Quality Assessment Criteria, which will be provided to the consultants;
- Provide a proposed table of timely schedule of tasks, activities, meetings, field visits, consultations and deliverables consistent with this ToR;
- Provide the outline of the evaluation report and draft structure of the Work Plan;

Note: Consultants are encouraged to suggest refinements to the TOR and to propose creative or cost- or time-saving approaches to the evaluation and explain their anticipated value. UNFPA reserves the right to modify the ToR in response to the inception report.

B. Draft Evaluation Report

The Consultants shall submit an electronic copy of a draft evaluation report. The draft report should be thoroughly copy edited to ensure that comments on content, presentation and structure can be reduced to a minimum.

After review of the draft report, the UNFPA shall provide written comments on the draft report and shall submit these to the Consultants. Based on these comments, the consultants shall correct all factual errors and inaccuracies and make changes related to the report's structure, consistency, analytical rigor, validity of evidence, and requirements in the TOR. The consultants will not be required to make changes to conclusions and recommendations unless they are regarded as qualitative improvements. After making the necessary changes, the Consultants will submit a revised draft evaluation report, which may lead to further comments from the International Advisory Panel on Population and Development. After the second round of review and, if necessary, further revision to the draft evaluation report, the Consultants can then submit the final report.

C. Final Report

The final report will address the comments of the International Advisory Panel on Population and Development. The structure of the final report will be suggested by the consultants in the Inception Report.

10. Management and composition of the evaluation team

The management of the evaluation will consist of:

1. *Evaluation Team* composed of two national consultants hired through a selection process. The consultants will be responsible to carry out the evaluation and to provide deliverables upon the deadline. It will be given preference to a mixt team of consultants, where one of them will be specialized in the area of social policy / demography and another one in monitoring and evaluation.
2. *International Advisory Panel on Population and Development* composed by pro-eminent international experts from a variety of relevant fields related to population and development with the main role to provide guidance and advice in relation to ageing policies and their social and economic implications based on the international experiences and practices, which would include:
 - a. Analyze the progress of the National Programme on Demographic Security 2011 – 2025 and provide feedback to the Evaluation Report;
 - b. Identify national capacity development needs, good practices and recommend approaches which will strengthen the demographic sector of the Republic of Moldova through prioritizing economic implications of the demographic policies in the new Action Plan 2017 – 2020 for implementation of the National Programme on Demographic Security.
 - c. Addresses the need for additional research and analysis to assess the economic implications of different demographic scenarios and policy options.

The International Advisory Panel on Population and Development will work in close cooperation with the National Commission on Population and Development which have the overall responsibility for the National Programme on Demographic Security 2011 – 2025.

Evaluation Report will be validated by the National Commission on Population and Development, based on the recommendations received from the International Advisory Panel on Population and Development.

3. *Coordination Team* composed by representatives of the Demographic and Migration Policies Department of the Ministry of Labour, Social Protection and Family and UNFPA will offer all the support required (logistics, meetings with stakeholders, dissemination, etc). The Coordination Team will meet with the Evaluation Team at agreed schedules, discuss progress and address any challenges faced. In particular, it will be responsible for the following:
 - a. Select and secure appropriate endorsement of consultants;
 - b. Review and endorse the terms of reference of the evaluation;
 - c. Provide overall technical guidance and quality assurance on every step of the evaluation process;
 - d. Coordinate and set up meeting schedules with beneficiaries and stakeholders;
 - e. Facilitate the evaluation consultants' access to all background documents;
 - f. Approval of all evaluation deliverables.

11. Work Plan and timeframe

Task	Timeline	No. of working days	Responsible
Development of ToR and selection of the National Consultants	By end of February		UNFPA / MoLSPF
Meeting with the selected National Consultants	1 March		UNFPA / MoLSPF
Preparation and submission of the inception report (English)	8 March	3 days	Evaluation team
Desk review	1 – 21 March	6 days	Evaluation team
Carrying out individual or collective interviews, field visits and local consultations	22 – 25 March	5 days	Evaluation team
Draft report prepared and submitted	6 April	11 days	Evaluation team
Draft report presented to and reviewed by the International Advisory Panel on Population and Development and feedback is provided	20 or 21st April	1 day	IAPDD
Final report prepared and submitted	31 May	3 days	Evaluation team
Dissemination of final findings of the Report	June – September	1 day	Evaluation team & IAPDD
Total working days per each consultant:		up to 30	

Note: The duration of the work plan may be adjusted upon request of the consultants. However, the number of working days for which consultants will receive the payment is 30 working days.

12. Ethics

The evaluation of the Programme will be conducted along highest ethical and legal standards and with due regard for the welfare of those involved in the evaluation, especially members of vulnerable or disadvantaged groups and in accordance with the UNEG's Ethical Guidelines for Evaluation. Due consideration will also be given to beneficiaries and other stakeholders on confidentiality of information and privacy during consultations and personal interviews.

13. Evaluation audience

The results of the evaluation will be publically available for any interested parties. The primary users of the evaluation results are the decision makers within the Government of the Republic of Moldova, especially the National Commission on Population and Development, where the final report will be presented and would be proposed to be validated. The recommendations of the evaluation will be used for the development of the new Action Plan and for reviewing the current Programme. In addition, the evaluation report might be presented to the Parliamentary Commission on Social Protection, Health and Family.

14. QUALIFICATIONS AND COMPETENCIES

The following qualification criteria will be applied during the selection of the National Consultants:

Academic Qualifications:

- University degree in Social Policies, Public Policies, Economics, public administration, international development and/or other related science.
- Other formal education relevant for the assignment (such as training in Human Rights Based Approach, Results Based Management or Monitoring and Evaluation) is an asset.

Years of Experience:

- At least 5 years of relevant **professional experience** in social policies, gender, migration or demography *OR* at least 5 years of relevant experience in monitoring and evaluation, public policy and impact assessments. *Please note* that in selection of the consultants, preference will be given to a consultant with extensive expertise in social area and another consultant with extensive experience in Monitoring and Evaluation.
- Previous experience of **collaboration with Government of Moldova in developing sectorial policies**, in particular State Chancellery, National Commission on Population and Development and Ministry of Labour, Social Protection and Family.
- Experience of **work with development partners**, in particular UN/UNFPA and EU (successful experience in working with UN agencies is an asset).
- Experience in organization, moderation and or facilitation of **participatory** team-works, joint researches, national/local level consultations, trainings.

Languages:

- Fluency in Romanian and English is required.

- Working knowledge of one or more additional languages relevant for Moldova, including Russian, Bulgarian, Gagauzian, Romani, Ukrainian or sign language would be an asset.

15. Application process

Interested candidates must submit in English the following documents/information to demonstrate their qualifications:

- **Cover Letter**, explaining how the candidate's experience meets each qualification criteria;
- Two samples of **previous evaluation reports** of large policy documents / programmes.
- Duly completed and signed **P11** including past experience in similar assignments and at least 3 reference names.

The application should be submitted with the mark "**National Consultant on NPDS Evaluation**" by **February 21, 2016, 23:59 (GMT+2:00)** to the following address: UNFPA Moldova, 131, 31 August 1989 Street, MD-2012, Chisinau, or by email to jobs@unfpa.md

Please note that selected consultants would be asked to submit a series of documents (health statement, certification of health insurance; passport, vendor form, security certificates etc.) before starting their assignment.

16. Selection of the consultants

Selection process will be conducted based on the qualifications and competencies required for this assignment, as mentioned above. The following score will be provided per each qualification criteria:

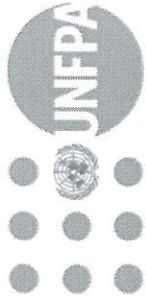
Qualification criteria	Total possible score
University degree in Social Policies, Public Policies, Economics, public administration, international development and/or other related science.	20 pts
Other formal education relevant for the assignment (such as training in Human Rights Based Approach, Results Based Management or Monitoring and Evaluation) is an asset.	10 pts
At least 5 years of relevant professional experience in social policies, gender, migration or demography <i>OR</i> at least 5 years of relevant experience in monitoring and evaluation, public policy and impact assessments. <i>Please note</i> that in selection of the consultants, preference will be given to a consultant with extensive expertise in the social sector and another consultant with extensive experience in Monitoring and Evaluation.	40 pts
Previous experience of collaboration with Government of Moldova in developing sectorial policies , in particular State Chancellery, National Commission on Population and Development and Ministry of Labour, Social Protection and Family.	5 pts
Experience of work with development partners , in particular UN and EU (successful experience in working with UN agencies is an asset).	5 pts
Experience in organization, moderation and or facilitation of participatory team-works, joint researches, national/local level consultations, trainings.	10 pts
Fluency in Romanian and English is required.	5 pts
Working knowledge of one or more additional languages relevant for Moldova, including Russian, Bulgarian, Gagauzian, Romani, Ukrainian or sign language would be an asset.	5 pts
Total:	100 pts

ToR Approved by:



Natalia Cojohari,
UNFPA Assistant Representative

Date:



**Annex 1. Evaluation Quality Assessment Criteria of the UNFPA Department of Oversight
DOS Evaluation Branch EQA Grid and Explanatory Note**

Overall Assessment: Note that the overall assessment must address, as a minimum, the following issues: *scope of the evaluation; methodological design; findings and analysis; credibility of data; recommendations; conclusion; executive summary.*

Quality Assessment criteria	Assessment Levels			
	Very Good	Good	Poor	Unsatisfactory
<p>1. Structure and Clarity of Reporting</p> <p><i>To ensure report is user-friendly, comprehensive, logically structured and drafted in accordance with international standards.</i></p> <p>Checklist of minimum content and sequence required for structure:</p> <ul style="list-style-type: none"> • i) Acronyms; ii) Exec Summary; iii) Introduction; iv) Methodology including Approach and Limitations; v) Context; vi) Findings/Analysis; vii) Conclusions; viii) Recommendations; ix) Transferable Lessons Learned (where applicable) • Minimum requirements for Annexes: ToRs; Bibliography List of interviewees; Methodological instruments used. 				
<p>2. Completeness and concision of the executive summary</p> <p><i>To provide an overview of the evaluation, written as a stand-alone section and presenting main results of the evaluation.</i></p> <p>Structure (paragraph equates to half page max):</p> <ul style="list-style-type: none"> • i) Purpose, including intended audience(s); ii) Objectives and Brief description of intervention (1 para); iii) Methodology (1 para); IV) Main Conclusions (1 para); v) Recommendations (1 para). Maximum length 3-4 page 				
<p>3. Justification of the design and of the methodological approach</p>				

Please insert assessment level followed by your main comments.

	<p><i>To provide a clear explanation of the following elements/tools</i></p> <p>Minimum content and sequence:</p> <ul style="list-style-type: none"> • Explanation of methodological choice, including constraints and limitations; • Techniques and Tools for data collection provided in a detailed manner; • Triangulation systematically applied throughout the evaluation; • Details of participatory stakeholders' consultation process are provided. • Whenever relevant, specific attention to cross-cutting issues (vulnerable groups, youth, gender equality) in the design of the evaluation
	<p>4. Reliability of Data</p> <p><i>To clarify data collection processes and data quality</i></p> <ul style="list-style-type: none"> • Sources of qualitative and quantitative data have been identified; • Credibility of primary (e.g. interviews and focus groups) and secondary (e.g. reports) data established and limitations made explicit;
	<p>5. Soundness of the analysis and credibility of the findings</p> <p><i>To ensure sound analysis and credible findings</i></p> <p><u>Findings</u></p> <ul style="list-style-type: none"> • Findings stem from rigorous data analysis; • Findings are substantiated by evidence; • Findings are presented in a clear manner <p><u>Analysis</u></p> <ul style="list-style-type: none"> • Interpretations are based on carefully described assumptions; • Contextual factors are identified. • Cause and effect links between an intervention and its end results (including unintended results) are explained.
	<p>6. Validity of the conclusions</p> <p><i>To assess the validity of conclusions</i></p> <ul style="list-style-type: none"> • Conclusions are based on credible findings; • Conclusions must convey evaluators' unbiased judgment of the intervention.
	<p>7. Usefulness of the recommendations</p> <p><i>To assess the usefulness and clarity of recommendations</i></p>

	<ul style="list-style-type: none"> • Recommendations flow logically from conclusions; • Recommendations must be strategic, targeted and operationally-feasible; • Recommendations must take into account stakeholders’ consultations whilst remaining impartial; • Recommendations should be presented in priority order
	<p>8. Meeting Needs</p> <p><i>To ensure that Evaluation Report responds to requirements (scope & evaluation questions/issues/DAC criteria) stated in the ToR (ToR must be annexed to the report).</i></p> <p><i>In the event that the ToR do not conform with commonly agreed quality standards, assess if evaluators have highlighted the deficiencies with the ToR.</i></p>

Quality assessment criteria (and Multiplying factor *)	Assessment Levels (*)			
	Unsatisfactory	Poor	Good	Very good
5. Findings and analysis (50)				
6. Conclusions (12)				
7. Recommendations (12)				
8. Meeting needs (12)				
3. Design and methodology (5)				
4. Reliability of data (5)				
1. Structure and clarity of reporting (2)				
2. Executive summary (2)				
TOTAL				

(*) Insert the multiplying factor associated with the criteria in the corresponding column e.g. - if "Finding and Analysis" has been assessed as "good", please enter the number 50 into the "Good" column. The Assessment level scoring the higher number of points will determine the overall quality of the Report.

OVERALL QUALITY OF REPORT: [Insert overall Assessment Level based on highest score above – see Explanatory Note for further guidance.