

TERMS OF REFERENCE FOR CONSULTANCY FOR MID TERM REVIEW OF UN JOINT PROGRAM ON GBV

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	Uganda Country Office
Purpose of consultancy:	Consultancy to undertake a Mid Term Review of the Joint Programme on Gender Based Violence at national level and in the target districts
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>Background</p> <p>In December, 2018 the United Nations and GoU with funding from the Swedish Government approved a 5-year (2018-2023) Joint Programme on Gender Based Violence Prevention and Response with integration of Sexual Reproductive Health and Rights (UNJPGBV). The programme involves a partnership of the United Nations Population Fund (UNFPA), United Nations Entity for Gender Equality and the Empowerment of Women (UN-WOMEN) and the Ministry of Gender Labour and Social Development (MGLSD).</p> <p>The JPGBV is a national programme with several interventions targeting legal and policy reform at National and sub-national level with implementation focus in 14 selected districts: Napak, Nakapiripirit, Kaabong, Abim, Amuria, Kotido, Pader, Kiryandongo, Kaberamaido, Yumbe, Moroto, Gulu, Bundibugyo and Kampala. The JPGBV is implemented jointly through UN Agencies: UNFPA and UN-WOMEN; Government ministries: The Ministry of Gender Labour and Social Development; Ministry of Justice and Constitutional Affairs, the Parliament of Uganda, Ministry of Education and Sports; Ministry of Health; National Planning Authority, Kampala Capital City Authority, Uganda Bureau of Statistics, academic institutions, District Local Governments and Civil Society Organizations (CSOs).</p> <p>The Goal of the JPGBV is to contribute to the elimination of GBV and improvement of SRHR of women, men, girls and boys including disadvantaged hard to reach (furthest behind) and vulnerable populations in Uganda. The programme aims at four major outcomes:</p> <ul style="list-style-type: none"> • An enabling policy, legislative and accountability environment for elimination of GBV and improvement of SRHR is translated into action. • Reduced social tolerance for Gender Based Violence and improved sexual reproductive health rights. • Increased utilization of quality integrated GBV and SRHR services in the target districts. • Strengthened coordination, partnerships, learning and innovation for integrated SRHR and GBV multi-sectoral Response and prevention. <p>UNFPA and UNWOMEN are seeking to hire the services of a consulting firm to conduct a Mid-term Evaluation of the UNJPGBV programme to provide a systematic assessment of the status, achievements, challenges and lessons learnt in relation to the planned outputs and intended outcomes in the target districts and at national level.</p> <p>The purpose and scope of the study</p> <p>The MTR is aimed to:</p> <ul style="list-style-type: none"> • Determine the extent to which the JPGBV Programme is on track to meet its objectives, identify implementation successes and challenges, and recommend corrective actions • Identify promising practices that can be documented and replicated in other settings. <p>Objectives</p> <p>The specific objectives are to assess the relevance, efficiency, effectiveness, and sustainability of the programme, based on the agreed MTA questions, and to formulate relevant recommendations to improve subsequent project implementation.</p> <p>The assessment questions are:</p> <p>Relevance</p> <ul style="list-style-type: none"> • How well does the programme fit within the policies and priorities of Uganda and the participating UN organizations? • To what extent do planned intervention adequately reflect the outputs and outcomes stated in the project design? • To what extent does the programme respond to the needs to the most vulnerable populations, including women, youth, people living with disabilities and hard to reach populations? • To what extent do the interventions of the programme address the evolving needs of the communities in which the program is implemented, considering the impact of COVID-19?

Coherence

- How well has the programme advanced an integrated approach to SRHR at national and sub national level and in the participating UN organisations?
- How well does this programme collaborate, coordinate and leverage efforts with agencies, stakeholders and partners not involved in the programme, within the UN reform process?
- To what extent is joint programming taking place among the participating UN organisations to achieve the expected results of the intervention?

Effectiveness

- To what extent have the programme's intended outputs been achieved or are likely to be achieved? and the extent to which these outputs have contributed to the achievement of the outcomes
- How has the functionality of the governance structure, including the donor role, affected the effectiveness of the programme?
- Has the MEL system delivered robust and useful information that could be used to assess progress towards outcomes and contribute to learning?
- How did factors outside of the control of the programme affect implementation and objectives and how did the programme deal with these external factors?
- What are the **challenges, barriers** that have impeded implementation of project components and achievement of objectives? And/or **enablers** that have facilitated successful implementation of the project.
- What lessons have been learned from these partnerships to date and the possibilities to replicate them?

Efficiency

- Is the capacity adequate to deliver results in a timely way, particularly the staffing and financial resources allocated including implementing partners that are supporting delivery of the program?
- What have been the advantages and disadvantages with participating UN organisations multiyear, planned support?
- How appropriate and useful are the indicators described in the programme document for monitoring and measuring results? If necessary, how should they be modified to be more useful? Are the means of verifications for the indicators appropriate?
- What impact does the current governance structure and administrative set up for the programme (with UNFPA as the Administrative and Convening Agent) have on joint ownership among all the participating UN organisations?

Sustainability

- What measures and approaches have been put in place to ensure the benefits are sustained beyond SIDA's support – both at national, sub national and community level?

Questions are expected to be further developed during the inception phase of the MTR.

Scope of work

This Mid-Term Review (MTR) covers the period 2018 to December 2021. The MTR should geographically cover a selection of 14 focus districts. If needed, the scope of the evaluation may be further elaborated by the evaluator in the inception report.

Specific tasks

- Undertake desk review and analysis of key background documents, including the Project documents, Results framework, Project progress reports, baseline reports, SRH Integration framework, SRH Integration Score Card
- Prepare and present an inception report detailing how the Consultants' understanding of the TOR, their methodological approaches, Team composition and budget for the evaluation
- As part of (ii) above, include a matrix showing how the different objectives are going to be measured, including data sources and method of data collection and tools

	<ul style="list-style-type: none"> • Present an inception report to the UN Evaluation Reference Group (UNEG) lead by Ministry of Gender, Labour and Social Development. • Develop data collection tools for relevant data collection methods and sources identified in the inception report • Train Research Assistants in data collection tools. Research assistants will be hired in their individual rights, but the consultants will determine the qualifications of the required Research Assistants • Carry out data collection as per the agreed upon methodology in the Inception Report, and assure quality of data at all sites, including arranging for interviews • Conduct the data analysis to answer to the objectives of the research. • Present draft reports to the UN Evaluation Reference Group (UNEG) for approval. • Draft final report answering all the objectives of the evaluation research; including the use of data visualization approaches to optimize presentation of findings. • Update the Results framework with midterm indicator values <p>Methodology and tasks The consultants will detail their methodological approach in their Inception report, as per the TOR, including the tool they will use.</p> <p>The levels of measurement of the indicators include:</p> <ul style="list-style-type: none"> • National- for outcome indicators focusing on policy implementation and resource mobilization efforts, capacities of national and sub national governments for gender budgeting and expenditure analysis on GBV/SRHR including implementation of recommendations contained in major declarations; availability and effectiveness of laws and policies criminalizing GBV and promoting SRHR; availability and accessibility of relevant tools (standards, SOPs, guidelines, protocols, job aids etc); Knowledge, Attitudes and Practices (KAP) of institutional social norms of key sectors: Health, education, JLOS including legal aid service providers, policy makers (Parliamentarians), Gender, Finance, NPA, UBOS; data availability, evidence generation, analysis and use for decision making; capacity gaps assessment (skills, information and logistical needs), institutional monitoring and accountability mechanisms. • At district level- for indicators of outcomes and outputs with activities targeting the 14 JGBV districts and with measurements based on existing or administrative data; Knowledge, Attitudes and Practices (KAP) of communities, programme beneficiaries, service providers in the key sectors: health, JLOS, education, Community services in the 14 target districts on GBV and SRHR; GBV/SRHR resource allocations and expenditures; capacity assessment for gender budgeting and expenditure analysis, assessment of GBV/SRHR service availability and access – health, legal including police investigative capacity, psychosocial and protection, data availability, generation and analysis, capacity gaps assessment (training needs) related to the 4 outcomes; availability and accessibility of relevant tools (standards, SOPs, guidelines, protocols, job aids etc) to support GBV/SRHR service provision; assessment of economic empowerment initiatives at district level integrating GBV/SRHR and demand for GBV/SRHR various services.
Duration and working schedule:	<p>Indicative timelines and milestones</p> <p>The assignment will be undertaken within 90 days, in any case not later than June 15th, 2022</p> <p>The evaluation shall be carried out between March 10 and May 15. The timing of any field visits, surveys and interviews need to be settled by the evaluator in dialogue with the main stakeholders during the inception phase.</p> <p>The table below displays the indicative timelines for key milestones. Alternative deadlines for deliverables may be suggested by the consultant and negotiated during the inception phase.</p>

	<table border="1"> <thead> <tr> <th data-bbox="448 188 815 248">Deliverables</th> <th data-bbox="815 188 1155 248">Participants</th> <th data-bbox="1155 188 1493 248">Deadlines-tentative for discussion</th> </tr> </thead> <tbody> <tr> <td data-bbox="448 248 815 282">1. Consultants are on-board</td> <td data-bbox="815 248 1155 282">UNFPA and UNWOMEN</td> <td data-bbox="1155 248 1493 282">March 10</td> </tr> <tr> <td data-bbox="448 282 815 342">2. Start-up meeting (virtual)</td> <td data-bbox="815 282 1155 342">Consultants (UNFPA and UNWOMEN</td> <td data-bbox="1155 282 1493 342">March 10</td> </tr> <tr> <td data-bbox="448 342 815 376">3. Draft inception report</td> <td data-bbox="815 342 1155 376">Consultants</td> <td data-bbox="1155 342 1493 376">March 13</td> </tr> <tr> <td data-bbox="448 376 815 436">4. Comments from intended users to evaluators</td> <td data-bbox="815 376 1155 436">Technical Teams from UNFPA and UNWOMEN</td> <td data-bbox="1155 376 1493 436">March 15</td> </tr> <tr> <td data-bbox="448 436 815 497">5. Review of Inception Report Evaluation Reference Group</td> <td data-bbox="815 436 1155 497">Evaluation Reference Group</td> <td data-bbox="1155 436 1493 497">March 20</td> </tr> <tr> <td data-bbox="448 497 815 530">6. Data collection</td> <td data-bbox="815 497 1155 530">Consultants</td> <td data-bbox="1155 497 1493 530">April 1</td> </tr> <tr> <td data-bbox="448 530 815 591">7. Data analysis and Report writing and quality assurance</td> <td data-bbox="815 530 1155 591">Consultants, Technical Teams from UNFPA and UNWOMEN</td> <td data-bbox="1155 530 1493 591">April 15</td> </tr> <tr> <td data-bbox="448 591 815 651">8. Debriefing/validation workshop (VIRTUAL)</td> <td data-bbox="815 591 1155 651">Expanded UNEG</td> <td data-bbox="1155 591 1493 651"></td> </tr> <tr> <td data-bbox="448 651 815 685">9. Draft evaluation report</td> <td data-bbox="815 651 1155 685">Consultants</td> <td data-bbox="1155 651 1493 685">April 22</td> </tr> <tr> <td data-bbox="448 685 815 745">10. Comments from intended users to evaluators</td> <td data-bbox="815 685 1155 745">Technical Teams from UNFPA and UNWOMEN</td> <td data-bbox="1155 685 1493 745">April 27</td> </tr> <tr> <td data-bbox="448 745 815 779">11. Final evaluation report</td> <td data-bbox="815 745 1155 779">Consultants</td> <td data-bbox="1155 745 1493 779">April 29</td> </tr> <tr> <td data-bbox="448 779 815 840">12. Review of evaluation report Evaluation Reference Group</td> <td data-bbox="815 779 1155 840">UNFPA team and Partners</td> <td data-bbox="1155 779 1493 840">Updating of the Results matrix May 6</td> </tr> </tbody> </table>	Deliverables	Participants	Deadlines-tentative for discussion	1. Consultants are on-board	UNFPA and UNWOMEN	March 10	2. Start-up meeting (virtual)	Consultants (UNFPA and UNWOMEN	March 10	3. Draft inception report	Consultants	March 13	4. Comments from intended users to evaluators	Technical Teams from UNFPA and UNWOMEN	March 15	5. Review of Inception Report Evaluation Reference Group	Evaluation Reference Group	March 20	6. Data collection	Consultants	April 1	7. Data analysis and Report writing and quality assurance	Consultants, Technical Teams from UNFPA and UNWOMEN	April 15	8. Debriefing/validation workshop (VIRTUAL)	Expanded UNEG		9. Draft evaluation report	Consultants	April 22	10. Comments from intended users to evaluators	Technical Teams from UNFPA and UNWOMEN	April 27	11. Final evaluation report	Consultants	April 29	12. Review of evaluation report Evaluation Reference Group	UNFPA team and Partners	Updating of the Results matrix May 6
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Place where services are to be delivered:	At national level and district levels																																							
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	<p data-bbox="448 931 580 958">Deliverables</p> <ul data-bbox="448 972 1493 1189" style="list-style-type: none"> <li data-bbox="448 972 1493 1032">• Inception Report - detailing the research methodology including sampling procedures, data collection tools, data analysis plan and detailed work plan and schedule. <li data-bbox="448 1032 1493 1066">• Draft report for comment and feedback <li data-bbox="448 1066 1493 1126">• Final report, approved by the UNEG. The report should be a maximum of 50 pages in length, excluding annexes. <li data-bbox="448 1126 1493 1160">• An updated Results Frame work <li data-bbox="448 1160 1493 1189">• Cleaned-up datasets in EXCEL format <p data-bbox="448 1223 1493 1525">The inception report will form the basis for the continued evaluation process and shall be approved by SIDA before the evaluation proceeds to implementation. The inception report should be written in English and cover evaluability issues and interpretations of evaluation questions, present the evaluation approach/methodology (including how a utilization-focused and gender responsive approach will be ensured), methods for data collection and analysis as well as the full evaluation design. A clear distinction between the evaluation approach/methodology and methods for data collection shall be made. All limitations to the methodology and methods shall be made explicit and the consequences of these limitations discussed. A specific time and work plan, including number of hours/working days for each team member, for the remainder of the evaluation should be presented. The time plan shall allow space for reflection and learning between the intended users of the evaluation.</p> <p data-bbox="448 1559 1493 1895">The final report shall be written in English and be professionally proof read. The final report should have clear structure and follow the IMRAD format. The evaluation approach/methodology and methods for data collection used shall be clearly described and explained in detail and a clear distinction between the two shall be made. All limitations to the methodology and methods shall be made explicit and the consequences of these limitations discussed. Findings shall flow logically from the objectives, showing a clear line of evidence to support the conclusions. Conclusions should be substantiated by findings and analysis. Evaluation findings, conclusions and recommendations should reflect a gender analysis/an analysis of identified and relevant cross-cutting issues. Recommendations and lessons learned should flow logically from conclusions. Recommendations should be specific, directed to relevant stakeholders and categorised as a short-term, medium-term and long-term. The report should be no more than 50 pages excluding annexes (including Terms of Reference and Inception Report).</p>																																							
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	The consultants will provide periodic updates (in writing) on progress of the assignment, at a frequency to be agreed upon by the M&E and technical teams from UNFPA and UNWomen. The consultant will present all key milestone products to UNFPA M&E Specialist; the technical team who will review them to ascertain rigor.																																							

	<p>The consultant will work in accordance to the procedures and activities agreed upon, and expected to deliver outputs as per agreed schedule</p>
<p>Supervisory arrangements:</p>	<p>Management of the study: The consultants will work under the direct supervision of the M&E Specialist, with technical support from the Gender, Human Rights, GBV and Harmful practices thematic area. The technical committee from UNFPA UNWomen will guide the consultancy and vet all the consulting firm's work. The final drafts of the Inception report and the evaluation report will be reviewed and vetted by a UN Evaluation Reference Group (UNEG). Approval by the UNEG is a pre-condition for the assignment to be considered finalized and that it has met the expected quality standards.</p> <p>The roles and responsibilities of the Technical Team from UNFPA and UNWomen are:</p> <ul style="list-style-type: none"> • Review and provide comments to the ToR for the evaluation; • Assist the evaluation manager in identifying potential candidates and review the summary assessment table for consultants prior to it being sent to UNFPA Hiring Officer; • Provide support to the dissemination of evaluation results. <p>The main functions of the reference group will be:</p> <ul style="list-style-type: none"> • To provide the evaluation team with relevant information and documentation on the programme; • To facilitate access of the evaluation team to key informants during the field phase; • To discuss the reports produced by the evaluation team; • To advise on the quality of the work done by the evaluation team; • Provide feedback on the findings, conclusion and recommendations from the evaluation into future programme design and implementation.
<p>Expected travel:</p>	<p>The consultants will be expected to travel widely, to all the 14 target districts</p>
<p>Required expertise, qualifications and competencies, including language requirements:</p>	<p>Team composition and qualifications The MTR will be conducted by an independent multidisciplinary evaluation team composed of two consultants—one national expert, and a national or international consultant for the position of evaluation team leader. The evaluation team is expected to have expertise covering reproductive health, population and development, and gender. The Team Leader is expected to have a solid background in gender, because of the number of indicators to be covered, and the working days allotted to this thematic area. The qualifications, experience and competencies for each of the experts are described below.</p> <p>The team should have, extensive knowledge of public health, organizational theory and Monitoring, Evaluation and Learning systems. Demonstrable experience from working within the UN, including with joint programming. Experience of working in Gender Based Violence and Sexual and Reproductive Health and Rights programmes, especially in African context.</p> <p>Roles and Responsibilities of the evaluation team</p> <ul style="list-style-type: none"> • The team leader will be overall responsible for the evaluation process and the production of the draft and final evaluation reports. S/he will lead and coordinate the work of the evaluation team during all phases of the evaluation and be responsible for the quality assurance of all evaluation deliverables. She/he will liaise with the UNFPA M&E Specialist on various issues related to successful completion of the evaluation exercise. • The Team Leader will have the requisite expertise in the field of gender and be experienced in conducting complex type of evaluations, like partnership evaluations, strategic evaluations, thematic multi-country evaluations. She/he will have overall responsibility for providing guidance and leadership in: development of the evaluation design including approach, methodology and workplan; drafting the design, draft and final reports, as well as brief summary for presentation to the Evaluation Reference Group. The Team Leader will lead the MTR process and will provide guidance to the other team member. The Team Leader is also expected to be either the SRHR expert or the population expert. • The Team Leader will provide expertise in gender equality issues (women and adolescents reproductive rights, prevention of discrimination and violence against women, etc), in addition to his/her role as Team Leader. She/he will also take part in the data collection and analysis work during the field

phase of the MTR. She/he will be responsible for drafting key parts of the design report and of the final evaluation report, including (but not limited to) sections relating to the national context and gender equality.

- The Public Health expert or sexual and reproductive health expert, will provide expertise in sexual, reproductive and maternal health (including family planning, HIV prevention, and human resource management in the health sector) and adolescent health. She/he will take part in the data collection and analysis work during the design and field phases, including (but not limited to) sections relating to reproductive health and rights. She/he will be responsible for drafting key parts of the design report and of the final evaluation report, including (but not limited to) sections relating to reproductive health and rights.

Qualifications and experience of the Evaluation Team

Team Leader (preferably International)

- An advanced degree in Gender and Development, Human Rights, Sociology, Social Work.
- Substantive knowledge of Gender Equality as a thematic area
- Good knowledge of the national development context
- 10 years' experience in conducting complex evaluations in the field of development aid for UN agencies and/or other international organizations including experience in leading evaluations
- Good knowledge Uganda's national development context
- In-depth knowledge of evaluation methods, data collection and analysis
- Excellent data analysis skills in qualitative and quantitative methods
- Experience in carrying out country programme evaluations
- Familiarity with UN operations
- Past experience as evaluation team leader in a related assignment(s).
- Excellent analytical, writing and communication skills
- Experience working with a multi-disciplinary team of experts
- Excellent written and spoken English
- Proven experience in policy development and analysis around reproductive health, gender, population issues and poverty reduction strategies for national consultants highly desirable
- Experience and understanding of UN programming processes. Knowledge of UN reforms is highly desirable.
- Experience and skills in using evidence-based, knowledge base creation and ability to develop systems for improved performance.
- Experience on evaluation of UN supported programmes will be an added advantage.

Public Health or Sexual Reproductive Health Export

- An advanced degree in Medicine or related fields, Population and Development, Health Economics, Epidemiology or Biostatistics.
- Specialization in public health;
- 7 years' experience in conducting evaluations in the field of development aid for UN agencies and/or other international organizations;
- Substantive knowledge of sexual and reproductive health as a thematic area
- Good knowledge of Uganda's national development context
- Knowledge of evaluation methods, data collection and analysis
- Excellent data analysis skills in qualitative and quantitative methods.
- Experience of operations and response to humanitarian/crisis an advantage
- Ability to work with a multi-disciplinary team of experts
- Ability to provide deliverables on time
- Excellent written and spoken English Language skills
- Evidence of having carried out similar work before, especially within the East African Region, particularly in the health, gender and human rights sectors
- Examples of studies conducted using mixed methods approach (quantitative and qualitative)

	<ul style="list-style-type: none"> • Expertise in developing or updating a M&E Results Framework • Excellent analytical, writing and communication skills • Excellent written and spoken English • Familiarity with UN operations is an added advantage 																																																
<p>Remuneration and duration of the contract</p>	<p>The evaluation team will share workdays (person-days) as per the following tentative plan:</p> <table border="1" data-bbox="450 331 1437 1272"> <thead> <tr> <th rowspan="2">Task</th> <th colspan="3">Number of Days required</th> <th rowspan="2">Remarks/ comments</th> </tr> <tr> <th>National</th> <th>International</th> <th>Total # of Days</th> </tr> </thead> <tbody> <tr> <td>1. Inception Phase - writing inception report</td> <td>5</td> <td>7</td> <td>12</td> <td>Stakeholders engagement to inform the inception phase deliverable</td> </tr> <tr> <td>2. Development of tools</td> <td>5</td> <td>5</td> <td>12</td> <td>International consultant will review the draft tools for quality assurance aligned to international standards and facilitate adaptation of the good practices to Uganda's context. Includes translation of tools</td> </tr> <tr> <td>3. Testing/ validation and refinement of the draft tools</td> <td>3</td> <td>3</td> <td>10</td> <td>Both consultants /research assistants. Includes, and training of Research Assistants</td> </tr> <tr> <td>4. Data collection</td> <td>10</td> <td>15</td> <td>25</td> <td>Both consultants and research assistants</td> </tr> <tr> <td>5. Data entry and analysis</td> <td>5</td> <td>10</td> <td>25</td> <td></td> </tr> <tr> <td>6. Report writing</td> <td>15</td> <td>20</td> <td>25</td> <td>Both international and national consultant will work together to write report</td> </tr> <tr> <td>7. Up-dating the Results Framework</td> <td>2</td> <td></td> <td></td> <td>Working with the Technical team from UNFPA and UNWomen</td> </tr> <tr> <td>Total – Consultancy</td> <td>45</td> <td>60</td> <td>105</td> <td></td> </tr> </tbody> </table>	Task	Number of Days required			Remarks/ comments	National	International	Total # of Days	1. Inception Phase - writing inception report	5	7	12	Stakeholders engagement to inform the inception phase deliverable	2. Development of tools	5	5	12	International consultant will review the draft tools for quality assurance aligned to international standards and facilitate adaptation of the good practices to Uganda's context. Includes translation of tools	3. Testing/ validation and refinement of the draft tools	3	3	10	Both consultants /research assistants. Includes, and training of Research Assistants	4. Data collection	10	15	25	Both consultants and research assistants	5. Data entry and analysis	5	10	25		6. Report writing	15	20	25	Both international and national consultant will work together to write report	7. Up-dating the Results Framework	2			Working with the Technical team from UNFPA and UNWomen	Total – Consultancy	45	60	105	
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<p>Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:</p>	<p>UNFPA will provide relevant documents required to support the survey</p>																																																
<p>Application deadline and how to apply:</p>	<p>Opening date: 24 February 2022 Closing date: 3 March 2022</p> <p>All applications should be sent by email to: nakibira@unfpa.org, copying alfeu@unfpa.org.</p>																																																