



TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

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| Title: | Monitoring and Evaluation Consultant |
| Hiring Office: | UNFPA Nepal Country office, Kathmandu |
| Purpose of consultancy: | The Monitoring and Evaluation (M&E) Consultant will provide support towards the implementation of the UNFPA Nepal monitoring and evaluation plan, with particular attention to improving the quality and results orientation of the ongoing Comprehensive Sexuality Education (CSE) programmes. |
| Scope of work: <i>(Description of services, activities, or outputs)</i> | <p><u>Brief Introduction:</u></p> <p>UNFPA works with the Government of Nepal and other partners to develop and implement a Comprehensive Sexuality Education (CSE) programme that meets the international technical standards. UNFPA advocates for policies on, and investments in, CSE, both in and out of schools; strengthening teacher's knowledge and capacities on delivery of quality CSE; and improving young people's access to CSE. The Australia's Department of Foreign Affairs and Trade (DFAT) has funded the CSE project which is implemented in coordination with the Ministry of Education, Science and Technology (MoEST) and its respective division/unit and through various implementing partners.</p> <p><u>About the CSE Project:</u></p> <p>The DFAT funded CSE project Phase I commenced in March 2016, aimed to ensure that young people (in and out of school) have adequate information and knowledge about CSE to enable them to make informed decisions about their own sexual and reproductive health as well as to develop their self-esteem and life skills. The project was implemented in five UNFPA working districts: Bajhang, Baitadi, Rukum, Sindhuli, and Udayapur. Phase I focused on policy advocacy for effective CSE integration, development of teacher's training and resource materials, and training of teachers. In addition, Adolescents Friendly Information Corners (AFICs) were established in the working districts for young people's increased access to CSE information, with linkage with certified Adolescents Friendly Service Sites (AFHS) supported by UNFPA.</p> <p>Currently, UNFPA is implementing the third phase of the Comprehensive Sexuality Education Project, that is, 'Preventing Gender Based Violence through the Expansion of Comprehensive Sexuality Education'. The project is for five years' period, and started in August 2020. This project overlaps with the implementation period of the second phase project, AGEE (Achieving Gender Equality through Education) BADHAU through the Expansion of Comprehensive Sexuality Education in Schools', which ends in July 2021. Also, additional bilateral funding is received for the targeted expansion of the project interventions. Hence, the shift in the Theory of Change and revision of the M&E framework requires establishing a robust M&E system for regular collection of data, monitoring, and reporting for the CSE project results.</p> <p><u>Responsibilities:</u></p> <p>The national M&E consultant under the guidance of the M&E Analyst and CSE Program Coordinator will undertake the following tasks:</p> <p>A. Monitoring and Evaluation:</p> <ul style="list-style-type: none"> • Update and implement the M&E framework for the Comprehensive Sexuality Education project in accordance with the Theory of Change. • Introduce an M&E system for regular collection of required data/ information to monitor and keep track of progress as per the M&E plan (M&E calendar, project log frame). • Maintain relevant M&E databases linked to the key indicators as per the requirements. • Support the drafting of minutes of meetings, presentations, concept notes, terms of references related to monitoring and evaluation. • Produce ad hoc monitoring reports as requested by the concerned program manager/officer. • Closely track the status of project related indicators against the log frame and ensure compliance. • Support the implementing partners by ensuring compliance with result-based planning and reporting of the results. • Conduct periodic data quality assessment (DQA) of the project results in collaboration with the implementing partners. <p>B. Documentation, reporting and ensuring compliance with policies and procedures:</p> <ul style="list-style-type: none"> • Provide support to ensure the quality and integrity of the data produced at different levels of the project implementation. • Support the relevant Programme Managers and M&E Team to strengthen the existing data collection instruments and ensure regular collection, compilation and analysis of service statistics and project data. • Support to the relevant Programme Managers in following up the recommendations and way forward from regular meetings with partners and donors including the Annual Review, Mid Term Assessment, and Planning Meeting of the above mentioned two projects. |

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| | C. Knowledge management, and evidence generation: <ul style="list-style-type: none"> Document project findings, lessons learned, case studies, good practices, and ensure required disaggregation and analysis of information gathered. Support the Programme Managers in organizing operational research, programme evaluations, and assessments as needed. | | |
| Duration and working schedule: | June 2021 to April 2022 (5 days per week) | | |
| Place where services are to be delivered: | UNFPA Nepal Country Office | | |
| Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.): | <ol style="list-style-type: none"> M&E expert inputs provided while formulating relevant indicators during annual workplan formulation and SIS reporting. Support the CSE Program team on a quarterly basis to report quarterly progress in SIS. Updated CSE program related indicators and milestones sheets and related data in the disaggregated form as per the results-framework, annual workplan approved by the donor and SIS reporting requirements on a quarterly basis as well as according to the donor reporting schedule. Up-to-date of the SRH (Outcome 1 and Outcome 2) data-system based on the donor's proposal and UNFPA SIS reporting by implementing partners. Timely completion of the donors' reporting as per the schedule of reporting. Review of the work plan of implementing partners, their quarterly work plan progress report (FACE Form). Manage and conduct research and assessment and baseline/endline surveys as per need of the project. Others as assigned by the RH team lead, CSE Project Team, M&E Analyst (M&E team lead), and deputy/ representative of UNFPA. Quarterly tracking of the project implementation status including the budget burn rate. Support the CSE program team in preparing the donors report, assist in quality assurance of the report for results-based reporting, and data quality assurance and submission of the report in a timely manner. Track the studies and assessment findings on a periodic basis (preferably quarterly). Orient the CSE project IPs on results-based planning, monitoring, and reporting as well as support in the adoption of innovative data collection tools. Finalized recording and reporting tools and templates for the CSE Phase III project. <p>Deliverables will be certified by the assigned supervisor on a monthly basis.</p> | | |
| Monitoring and progress control, including reporting requirements, periodicity format and deadline: | The consultant will work in close coordination and collaboration with Assistant Representative-RH, CSE Project Coordinator, CSE Project Officer, and other M&E Colleagues. | | |
| Supervisory arrangements: | The consultant will work under the direct supervision of the M&E Analyst. | | |
| Expected travel: | The consultant is expected to undertake travel to field offices as relevant or coordinate virtually, as required. | | |
| Required expertise, qualifications and competencies, including language requirements: | <ul style="list-style-type: none"> Bachelor's degree in Public Health, Statistics, Population, Demography or related discipline is required. Five years of relevant experience in monitoring and evaluation; prior experience in Result Based Management and M&E is preferred; Excellent computer knowledge and skills; Knowledge and skills in data management and data analysis; Advanced knowledge of spreadsheet preferred; Excellent organization skills, attention to detail, precision, and accuracy; Familiarity with the UN system will be an advantage | | |
| Working conditions: | Admin. requirements | | |
| | Location: | Office space required: | Others: |
| | Kathmandu Office/ Virtual | Yes | |
| | IT requirements | | |
| | Desktop required: | Email access: | Others: Sim card |
| Yes | Yes | | |

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| Inputs /services to be provided by UNFPA: | UNFPA will provide inputs/comments as and when necessary and thoroughly review the work until the final output is ready |
| Other relevant information or special conditions, if any: | |
| Signature of Requesting Officer in Hiring Office:  Date: 29 April 2021 | |
| Signature of UNFPA Representative:  Date: 29 April 2021 | |