

# CONCEPT NOTE FOR THE EVALUATION OF UNFPA's FAMILY PLANNING INTERVENTIONS IN TANZANIA



RE-ADVERTISED

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**Vacancy:** Consultancy

**Location:** United Republic of Tanzania

## Introduction

Evaluation at the United Nations Population Fund (UNFPA) serves three main purposes to: (a) Demonstrate accountability to stakeholders of performance and invested resources against development results; (b) Support evidence-based decision-making by management on planning, budgeting, implementation and reporting as well as improvements of policies and programmes; and (c) Provide important lessons learned, expanding the existing knowledge base on how to accelerate implementation of the Programme of Action of the International Conference on Population and Development (ICPD). UNFPA evaluations apply the United Nations Evaluation Group (UNEG) definition, principles and norms.<sup>1</sup>

## Context

UNFPA Tanzania collaborates with a wide range of partners in support of the Government of the United Republic of Tanzania to expand access to high-quality, client orientated, rights-based voluntary family planning services and information – both contraceptives and counselling. Our focus is to support efforts that strengthen systems and build human resources to ensure that the full range of quality contraceptives are consistently available and accessible to women, adolescents and youth, and populations in underserved and humanitarian settings – accelerating progress towards UNFPA's transformative result of ending the unmet need for family planning by 2030, within the context of the 2030 Agenda.

The country office is planning an evaluation of its voluntary family planning interventions to ascertain their relevance, effectiveness, efficiency and sustainability while at the same time informing future direction and prioritization.

## Rationale

The independent evaluation of UNFPA's family planning interventions in Tanzania is a matter of corporate strategic significance that will contribute to the assessment of progress against the corporate targets of UNFPA's 2018-21 Strategic Plan, which include achieving zero unmet need for family planning by 2030.

At the same time, the particular emphasis of this evaluation will be on learning with a view to informing the implementation of UNFPA's voluntary family planning interventions in the remaining three years of its 8th Country Programme (2016/17-2020/21) and the United Nations Development Assistance Plan II (UNDAPII 2016-2021) in Tanzania.

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<sup>1</sup> UNFPA Evaluation Policy 2019

## **Evaluation purpose, objectives and scope**

### **Purpose**

To assess the performance of UNFPA's activities in support of voluntary family planning in Tanzania during the period covered by the 8th Country Programme (2016/17-2020/21) and inform future interventions during the remaining implementation period of the Country Programme and the UNDAF II – aligning the contribution of these interventions towards the transformative results of UNFPA's Strategic Plan 2018-2021.

The evaluation will also inform whether the interventions are relevant towards realizing Tanzania mainland targets of reaching a modern contraceptive prevalence rate (mCPR) of 47 per cent<sup>2</sup> by 2023 and women certified by family planning methods of 62 per cent<sup>3</sup> and achieving Zanzibar targets of a mCPR of 20 per cent and reducing the unmet need for family planning to 25 per cent by 2022.<sup>4</sup>

### **Objectives**

The specific objectives of the evaluation are two-fold.

1. Assess the relevance, effectiveness, efficiency and suitability of UNFPA's voluntary family planning interventions towards meeting Tanzania Mainland and Zanzibar national development goals; and UNFPA's Corporate Strategy 2018-2021.
2. Propose and outline effective voluntary family planning interventions that UNFPA should take forward in support of voluntary family planning programmes in Tanzania Mainland and Zanzibar.

### **Geographical area and scope of the assignment**

The evaluation will cover both Tanzania mainland and Zanzibar, with a focus on national level actors and UNFPA-targeted regions. Any region outside of UNFPA programme areas may be considered in view of the selection criteria for interviews that reflect an opportunity to learn from regions with a high, low or stagnant mCPR and total fertility rate (TFR).

### **Supervisory and administrative arrangements**

The consultant(s) will work under the overall guidance of the UNFPA Deputy Representative and direct supervision of the Project Manager. The Monitoring and Evaluation Analyst will be the focal person for day-to-day technical support. Selected members of the Family Planning Costed Implementation Plan (2019-23) will constitute the reference group and will be responsible for quality assurance and approval of the inception report and final report. For administrative and contractual matters the consultant(s) will work closely with the UNFPA Operations unit.

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<sup>2</sup> National Family Planning Costed Implementation Plan 2019-2023.

<sup>3</sup> Ibid.

<sup>4</sup> Zanzibar Family Planning Costed Implementation Plan 2017-2022.

## **Evaluation methodology.**

The evaluation will be transparent, inclusive, and participatory, as well as gender and human-rights responsive. The evaluation will utilize mixed methods and draw on qualitative methods. The consultant(s) is expected to provide a detailed methodology in the expression of interest/proposal that will lead to a quality and robust evaluation report.

## **Expected deliverables**

Inception report containing a detailed work plan for the entire duration of the consultancy, data collection tools and evaluation matrix to be submitted and presented one week following the signing of the agreement.

1. Draft report to be presented to UNFPA and stakeholders for review.
2. Final report, two printed copies, an electronic copy in a standard outline format and data set in excel file.

## **Report Format**

The consultant is expected to adhere to the approved UNFPA Evaluation Handbook on designing and conducting the country programme evaluation. The project evaluation report should adapt the outline format in the handbook found at the link: <https://www.unfpa.org/EvaluationHandbook>

## **Qualifications**

The evaluation will be conducted by an institution. The institution must have a good track record and extensive experience in planning and conducting evaluations, particularly in the field of health. The composition of the proposed evaluation should be gender-balanced and include a team leader and team member(s) with the following qualifications and experience.

### **Team leader's qualification and experience**

Must hold at least a Master's Degree in one or more of the disciplines: medicine, public health, demography, monitoring and evaluation, development studies or social sciences.

- At least ten (10) years of recognized experience in conducting or managing/leading evaluations or review of development programmes, and experience as team leader of an evaluation team and as the main writer of evaluation reports.
- Expertise on quantitative and qualitative evaluation/research methods.
- Excellent knowledge and understanding of theories of change, logical/result frameworks, monitoring and evaluation systems and practice.
- Excellent skills and experience in facilitating key informant interviews with government officials, development partners, civil society organizations and other partners.
- Familiarity with social and human rights-based approaches, equity, gender equality and women's empowerment.
- Excellent analytical skills in writing evaluation reports with constructive and practical recommendations.
- Fluency in written and spoken English. Knowledge of Kiswahili will be an asset.

- Familiarity with the health system in Tanzania, particularly in sexual and reproductive health, including voluntary family planning programmes.

### Team member(s) qualifications and experience

- Must hold at least a Master's Degree with at least one member having a background in medicine. Other members should have relevant qualifications for the assignment.
- At least five (5) years of experience in conducting research, evaluations or reviews of development programmes, including specific experience in evaluating, health or similar programmes/services.
- Excellent skills and experience in facilitating key informant interviews.
- Familiarity with a social and human rights-based approach, equity and gender issues.
- Fluency in written and spoken English, Kiswahili will be an added advantage.
- Familiarity with the health system in Tanzania and particularly voluntary family planning programmes.

### Duration of the consultancy

The duration of the consultancy is scheduled to last no more than 24 working days. Payments will be scheduled over a period of two months. The study is expected to begin in May 2020. A proposed working schedule is outlined in the table below.

**Table 2: Proposed number of days**

S/N	Activity	# of days
1	Desk review for inception report and tools development	3 days
2	Presentation of the inception report to reference group	0.5 day
3	Addressing comments for the inception report including tools	0.5 day
4	Data collection	10 days
5	Data cleaning, entry and analysis	3 days
6	Report writing	5 days
7	Presentation of findings to reference group	0.5 day
8	Addressing comments from the reference group	1.5 day
9	Submission of final report	N/A
	<b>Total</b>	<b>24</b>

### Evaluation criteria

The institution will be selected based on the quality of the technical proposal and financial proposal. The weight allocated between the two will be 70/30 – 70 points for the technical proposal and 30 points for the financial proposal. Only those technical proposals that score 50 points or more out of 70 will be shortlisted for the financial proposal assessment stage.

**Table 3: Technical proposal evaluation criteria**

S/N	Technical Evaluation Criteria	Points
<b>1</b>	<b>Overall response</b>	<b>10</b>
1.1	Completeness of response (Duly filled bid form, expression of interest letter, copy of legal documents, registration and business license)	5

1.2	Overall understanding of the TOR requirement and proposal	5
<b>2</b>	<b>Company/Team and Key Personnel</b>	<b>30</b>
2.1	Range and depth of organization experience in conducting similar projects	10
2.2	Sample of previous work and reference point	10
2.3	Key personnel: (a) relevance and experience and qualifications of the proposed team leaders	5
	(b) relevance and experience and qualifications of the proposed team members	5
<b>3</b>	<b>Proposed Methodology and Approach</b>	<b>30</b>
	Relevance of proposed methodology and approach	15
	Quality assurance mechanism	5
	Innovative approaches in data collection and analysis	5
	Proposed work plan showing implementation of the tasks with clear project planning and ability to meet deadlines	5
	<b>Total</b>	<b>70</b>

#### **Payment Schedule.**

- 50% upon submission of and acceptance of the inception report
- 20% upon submission and acceptance of the draft report
- 30% upon submission of the final consultancy report

#### **Submission Requirements.**

- The consultant should submit Technical and Financial proposals separately, the technical proposal should not exceed 10 pages in length with the proposed approach and activities to be taken for the implementation and management of the consultancy, including an operational work plan with timelines and the Financial Proposal should explicitly breakdown the cost involved for undertaking the assignment.
- Firms Profile and Curriculum Vitae of individuals expected to constitute the evaluation team.
- Evidence of undertaking similar work in the past and names of contact person from the past clients.

#### **How to apply.**

Interested firms or institutions can send their application documents i.e. technical and financial proposals to [tanzania.office@unfpa.org](mailto:tanzania.office@unfpa.org). Firms/institutions that sent application documents in the previous advertisement are invited to re-apply.

**The deadline to submit application documents is 9 April 2020 (5pm Tanzanian Time).**