

**RFQ Nº UNFPA/PROC/RFQ/2019/017**

**CONCEPT NOTE / TERMS OF REFERENCE FOR THE EVALUATION OF UNFPA’s FAMILY PLANNING INTERVENTIONS IN TANZANIA**

**Vacancy:** Consultancy

**Location:** United Republic of Tanzania

**Introduction**

Evaluation at the United Nations Population Fund (UNFPA) serves three main purposes to: (a) Demonstrates accountability to stakeholders on the performance in achieving development results and on invested resources; (b) Supports evidence-based decision-making by providing credible information to support decision-making by management on planning, budgeting, implementation and reporting as well as improvements of policies and programmes; and (c) Provides 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’s evaluations apply the United Nations Evaluation Group (UNEG) definitions, principles and norms.[[1]](#footnote-1)

**Context**

UNFPA Tanzania collaborates with a wide range of partners including DFID; USAID; Global Affairs Canada; KOICA; DANIDA; UN Agencies; Civil Society Organizations; and other partners, in support of the Government of the United Republic of Tanzania to deliver a quality-assured, client-oriented, rights-based and integrated package of sexual and reproductive health (SRH) information and services as part of our comprehensive approach to universal access to [sexual and reproductive health](https://www.unfpa.org/sexual-reproductive-health)and rights (SRHR). This includes the availability of and access to high-quality voluntary family planning services, both contraceptives and counselling.

In 2018, UNFPA committed to ending the unmet need for family planning globally by 2030 – one of three transformative results that promises to change the world for every man, woman, and young person. In Tanzania, the number of women choosing to exercise their right to use a modern method of contraceptive has steadily increased from 13 per cent to 32 per cent[[2]](#footnote-2) over the last decade, but there are still too many who lack agency, information, and access to critical reproductive health services. The unmet need for family planning for married women (aged 15 to 49) stands at 32 per cent,[[3]](#footnote-3) with wide regional variations, and total fertility is still high at 5.0.[[4]](#footnote-4) For younger married women (aged 15 to 24) the contraceptive prevalence rate (CPR) is low at 16 per cent,with an unmet need of 42 per cent. And in a country that has one of the most youthful populations on the African continent, there has been an increasing trend in adolescent pregnancy (15 to 19 years) that now stands nationally at 27 per cent with high variations across regions.

UNFPA Tanzania has been implementing its five-year 8th country programme since 2016/17. This includes supporting interventions that contribute to the improvement of contraceptive security in the country; strengthening the capacity of human resources to offer quality voluntary family planning services; and increasing access to and the availability of voluntary family planning services in the country.

**The specific Programme Output is to:** *Increase access to modern contraceptives by youth and marginalized populations through improved capacity of the government, civil society organizations and private providers to deliver equitable, high-quality family planning services.*

**Key interventions include** (a) conducting advocacy interventions for increased funding for family planning and for decisive coordinated action to end stock-outs; (b) building the capacity of health workers to provide community-based family planning and a broad method mix; (c) fostering sociocultural and behaviour change strategies to create demand for family planning; (d) supporting the integration of family planning services into other SRH and HIV services, including youth-friendly services; (e) scaling up comprehensive condom programming for adolescents and youth; and (f) supporting national capacity to forecast and ensure contraceptives are available at the last mile.

The Country Office is planning an evaluation of its 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 target of UNFPA’s 2018-21 Strategic Plan of 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 family planning interventions in the remaining three years of the country programme and the United Nations Development Assistant Plan II (UNDAPII) (2016-2021) to the United Republic of Tanzania.

**Evaluation purpose, objectives and scope**

**Purpose**

The purpose of the evaluation is to assess the performance of UNFPA’s activities in support of family planning in the country during the period covered by the 8th Country programme and align the contribution of these interventions with the transformative results of the Strategic Plan 2018-2021. The evaluation will provide key learnings to inform the implementation and future direction of the current UNFPA Family Planning programme for the remaining years of the country programme and UNDAPII. The evaluation will also inform whether interventions are contributing to Tanzania Mainland targets of reaching a CPR of 47 per cent[[5]](#footnote-5) by 2023 and women certified by family planning methods at 62 per cent[[6]](#footnote-6); and Zanzibar’s targets of an increased modern CPR for married women of reproductive age (15 to 49) from 14 per cent to 20 per cent and a reduced unmet need for family planning from 28 per cent to 25 per cent by 2022.[[7]](#footnote-7)

**Objectives**

The specific objectives of the evaluation are two-fold:

1. Assess the relevance, effectiveness, efficiency and suitability of UNFPA’s family planning interventions towards meeting Tanzania Mainland and Zanzibar goals; and UNFPA’s Corporate Strategy transformative results.
2. The evaluation will propose and outline effective family planning interventions that UNFPA should take forward in support of the family planning programmes in Tanzania Mainland and Zanzibar, which are grounded in UNFPA’s comparative advantages and its ability to deliver results.

**Geographical area and scope of the assignment**

The evaluation will cover both Tanzania Mainland and Zanzibar, the consultant is expected to conduct a systematic document review and key informant interviews of family planning and broader sexual and reproductive health stakeholders in the country.

**Supervisory and administrative arrangements**

The consultant(s) will work under the overall guidance of the UNFPA Deputy Representative and the 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.

**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.

**Expected deliverables**

1. 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.
2. Draft report to be presented to UNFPA and stakeholders for review.
3. Final report – two printed copies and an electronic copy – in a standard outline format with data set in an 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 at: <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 team 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 relevant to the following areas: public health, 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 SRH, including family planning programmes.

**Team member(s)’s qualifications and experience**

* Must hold at least a Master’s Degree in one or more of the disciplines relevant to the following areas: health economics, economics, evaluation, development studies, public health or demography.
* At least five (5) years of experience in conducting research, evaluations or review of development programmes, including specific experience in evaluating, health or similar programmes/services.
* Excellent skills and experience in facilitating key informant interviews.
* Familiarity with social and human rights-based approaches, 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 family planning programmes.

**Duration of the consultancy**

The duration of the consultancy is expected to last no more than 24 working days with scheduled payments over a period of two months. The study is expected to commence late October 2019. The proposed working schedule is outlined in the table below:

**Table 1: 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 in 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 reference group | 1.5 day |
| 9 | Submission of final report | N/A |
|  | **Total** | **24** |

**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 2: Technical proposal evaluation criteria**

|  |  |  |
| --- | --- | --- |
| **S/N** | Technical Evaluation Criteria | **Points** |
| **1** | **Overall Response** | **10** |
| 1.1 | Completeness of response (Dully 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 |
| **2** | **Company/Team and Key Personnel** | **30** |
| 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 |
| **3** | **Proposed Methodology and Approach** | **30** |
|  | 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 tasks with clear project planning and ability to meet deadlines | 5 |
|  | **Total** | **70** |

**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 the technical and financial proposals separately. The technical proposal should not exceed 10 pages in length and should include the proposed approach and activities to be undertaken for the implementation and management of the consultancy, including an operational work plan with timelines. The financial proposal should explicitly breakdown the costs 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 and contact details of past clients.

**How to apply**

The Request for Quotation (RFQ) template and Terms of Reference (TOR) In reference to this consultancy is posted on the UNFPA Tanzania Country Office Website accessible via URL [http://tanzania.unfpa.org](http://tanzania.unfpa.org/). Within the site the **RFQ Nº UNFPA/PROC/RFQ/2019/017** and TOR can be found at <https://tanzania.unfpa.org/en/vacancies/request-quotation-rfq-n%C2%BA-unfpaprocrfq2019017>. 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).

The deadline to submit application documents is **30th October 2019 (5 pm Tanzanian Time).**

1. UNFPA Evaluation Policy 2019. [↑](#footnote-ref-1)
2. Tanzania Demographic and Health Survey (TDHS) 2015/16. [↑](#footnote-ref-2)
3. Ibid. [↑](#footnote-ref-3)
4. Ibid. [↑](#footnote-ref-4)
5. National Family Planning Costed Implementation Plan 2019-2023. [↑](#footnote-ref-5)
6. Ibid. [↑](#footnote-ref-6)
7. Zanzibar Family Planning Costed implementation plan 2017-2022. [↑](#footnote-ref-7)