

UNICEF WCARO

ANNEXE A – TERMS OF REFERENCE - LRFPS -2020 -9163778

Recruitment of an Evaluation Firm for the conduct of the Multi-country Formative Evaluation of the Key Result for Children (KRC) #7 (Birth Registration) for period 2018-2020. (including during the COVID-19 pandemic).

Participating countries: Cote d'Ivoire, Guinea, Guinea-Bissau, Liberia, Togo, Chad, Cameroon and Equatorial Guinea, Benin

Consultancy duration: 3 months of work (90 days) over a period of 6 months

I. Background

Recognizing the magnitude and complexity of challenges standing in the way of children's rights and their effect on the burden and prevalence of key deprivations in West and Central Africa region, considered alongside the heightened ambitions attached to the sustainable development agenda 2030, necessitate new ways of doing business to accelerate progress, the UNICEF Regional Office defined a series of Key Results for Children.

As part of the Mid-Term Review of the Key Results for Children, this multi-country evaluation will review the implementation of initiatives to increase Birth Registration (BR) rates as one of the Key Results for Children (KRCs) in West and Central Africa Region (WCAR) as a basic human right as defined in the Child Rights Convention Art.7 – Right to name and nationality, and Art.8 – Right to identity as a provision and as a means to meet child protection outcomes including the right to basic services. Not only is birth registration a fundamental human right, it also helps ensure that children's other rights are upheld – like the right to protection from violence, and access to essential social services, health care and justice.

To date, it is estimated that 47 million children under 5, of which 10 million of children under 1, are not registered in WCAR (WHO/UNICEF JMP 2019). While a number of countries are making steady progress in improving registration rates, some have stagnating or even declining rates. Out of the 10 countries with the lowest rates globally, three are located in WCAR¹. Under 1 registration remains considerably lower for all countries in the region. This is a trend that requires urgent shift if sustained registration progress is to be achieved, particularly in view of universal targets.

Only a few countries in the region are on track to attain full birth registration for children under 1 and under 5 by 2030, in line with the Sustainable Development Goal (SDG) 16.9: "By 2030, provide legal identity to all, including birth registration, on access to education, improved data for health, migration and securing identity and travel documents."

¹ Chad, Guinea-Bissau, Liberia,

Acceleration is needed to achieve the KRC#7 outcome of reducing the proportion of children under 1 unregistered. In 2021, the aim is to reach a registration rate of 66 % of children under 1. This evaluation will provide various stakeholders with information on how to improve programming at scale and achieve the objective of KRC#7, and ultimately contribute to the achievement of the SGD 16.9. The evaluation will also review programming approaches and provide the elements to contribute to the theory of change for achieving universal registration for girls and boys in WCAR.

Key programming strategies that may be implemented in the countries include:

1. Building/strengthening national CRVS systems;
2. Integrating Birth Registration into health and immunization platforms at decentralized level;
3. Promoting the use of smart digital solutions to level and accelerate birth registration;
4. Supporting community mobilization to drive the demand for birth registration services;
5. Integrate and support Birth Registration in emergency and fragile contexts.

With persistently high fertility rates and demographic trends, West and Central Africa risks almost doubling its number of unregistered children by 2030. To change the course of the trend, it is essential:

- To focus on new-born registration and children under-1 through functioning civil registration systems and services and with the help of allied sectors, particularly Health
- As national health systems and services have a natural contact with almost all new-borns and children up to 5 years of age, either through routine maternal and child health services or immunization campaigns, making sure that all children coming into contact with the health system are notified/declared with the civil registry has enormous potential to boost birth registration rates in WCAR, especially when coupled with innovative real-time data collection, monitoring and sharing across the two sectors.
- To catch up with children that have missed registration within the legal delay and/or are out of reach of health services, the education system represents an important opportunity to systematically identify children without birth certificates at the time of school enrolment for registration at the civil registry.
- Finally, through C4D and innovations, communities should be mobilized and equipped with accountability mechanisms to increase demand for and use of services

Figure 1: KRC 7 Accelerating Strategies

KRC#7 Key accelerating strategies

1. *Reforming Civil Registration and Vital Statistics (CRVS) systems*
2. *Scaling up registration coverage through health and immunization platforms*
3. *Modernizing systems through ICT4D and improving services and coverage through innovations*
4. *Reaching out to the last mile*
5. *Strengthening research and evidence agenda*
6. *Building partnerships at scale and boosting resource mobilization*

In the context of the COVID-19 pandemic, civil registrations services in most countries in the region have been impacted. Recent data suggests that the pace of civil registrations has slowed down and the figures show a downward trend in some of the countries. Reasons behind those trends may be due to reduced accessibility and availability of services due to reduced opening hours, decreased presence of staff and lack of safety regulations. Moreover, the systemic weaknesses that were present before the pandemic, in time of crisis, are heightened : the availability of data and official documents (which are generally available only in paper) is reduced due to restriction of movements and most macro-level

policy and legislative reform initiatives are put on hold postponing on-going modernisation of civil registration system and services.

Nine countries will partake in this evaluation: Cote d'Ivoire, Guinea, Guinea-Bissau, Liberia, Togo, Chad, Cameroon and Equatorial Guinea, Benin in addition to a regional overview that should be provided. More details on the strategies implemented for each country office are outlined below.

Country	Implemented strategies		
	Interoperability with health and immunization	CRVS system reform	Community Engagement
Ivory Coast	√	√	
Guinea	√	√	√
Guinea Bissau	√		√
Liberia	√	√	√
Togo	√	√	√
Cameroon	√	√	√
Chad		√	√
Benin	√	√	√
Equatorial Guinea	√	√	√

Partners and Stakeholders

Country	Stakeholders
Cote d'Ivoire	General Directorate of Health, Directorate of Territorial Administration, Decentralization and Local Development, Sub prefectures, Municipalities, maternities and health facilities (midwives, nurses, immunization staff)
Guinea	Office of the Prime Minister, Ministry of Interior (National Direction of Civil Registration) Ministry of Health, Ministry of Justice, Belgium Cooperation, Italian Cooperation, European Union, Local authorities ("communes")
Guinea Bissau	Ministry of Justice, Ministry of Health, Local authorities, National Institute of Statistics, Women and Child Institute, national and international NGOs, network of religious and traditional leaders, National Child Parliament and other child and youth organizations, Community radios and media, UN agencies (UNHCR, IOM).
Liberia	Ministry of Interior, Ministry of Justice, Ministry of Health,
Togo	Ministry of Civil Registration (Ministry of Territorial Administration), Ministry of Health, Ministry of Justice, Ministry of Education, Communes (117) National Statistics Institute (INSEED), Multisectoral Technical Committee on Civil Status, Cadre National de la Protection de l'Enfant, Forum des Organisations des Droits de l'Enfant au Togo (FODDET), Technical and Financial Partners (World Bank, UNFPA, European Union, GIZ, PNUD/WHO) Plan Togo, Community and religious leaders

Cameroon	<p>Government ministries and institutions: Ministry of Decentralization and local development, Ministry of Health, Ministry of Justice, Ministry of Family and Women Empowerment, Ministry of Social Affairs, National Bureau of Civil Registration (BUNEC), National Institute of Statistic,</p> <p>Technical and financial Development partners : World Bank, European Union, German Cooperation, United Nations Development Programme, Norwegian Refugee Council, KOICA</p> <p>Local development institutions: Local Councils, Leaders of faith-based organizations, Community leaders</p>
Chad	<p>Ministry of Public Security and Immigration through Agence Nationale des Titres Sécurisés, Ministry of Territorial Administration through Direction des Affaires Politiques et de l'Etat Civil, Ministry of Health, Ministry of Justice, National Statistics Institute (INSEED), National Coordination Mechanism of civil registration System, National Coordination of Child Protection System, UNICEF, UNHCR, UNDP, EU</p>
Benin	<p>Ministry of Interior, Ministry of Justice, Ministry of Health, Local authorities, National Institute of Statistics, Ministry of Territorial Administration, Technical and Financial Partners (World Bank, UNFPA, GIZ, PNUD, UNICEF)</p>
Equatorial Guinea	<p>Ministry of Justice, Digitalization Center of the Public Administration (CNIAPGE), Ministry of Health, National Statistics Institute (INEGE), Ministry of Education, Ministry of the Interior, Territorial Administration and Local Corporations, National Identification Office (CNEDOGE), Ministry of Social Affairs and Gender Equality. Technical and Financial Partners (World Bank, UNFPA, European Union, PNUD, WHO)</p>

II. Objectives, Purposes and Expected Results

2.1 Purpose

This multi-country evaluation will have two purposes: **accountability and learning**.

With respect to accountability, this evaluation will provide both the donor (vertical accountability) and the expected beneficiaries, including Governments of WCAR Countries,(horizontal accountability) with solid evidence on the extent to which the Birth Registration Programme in each one of the concerned countries attained its envisaged objectives.

With respect to learning, this evaluation is expected not only to inform the programme implementation strategies in the years to come in view of taking strategies to scale but it will also shed some light on some potential corrective actions that may want to be explored further in the future and can contribute to improving the programme theory of change.

2.2 Objectives

The Objectives of the Evaluation are:

1. To determine the *relevance, efficiency, coherence, effectiveness, impact and sustainability* of the UNICEF supported strategies that aim at improving birth registration rates in the region .
2. To identify lessons learned about what worked and did not work about the acceleration strategies of the regional birth registration programme, as a stand-alone programme but also with respect to multi-sectoral convergence, including unexpected outcomes (positive and negative);
3. To identify the extent to which innovations and new technologies were leveraged through new or existing partnerships (private sector, NGOs) and have contributed to the results of KRC#7;
4. To formulate key recommendations on how to improve the implementation processes and performance of the regional strategies in view of scaling up and key interventions as part of continual learning process;
5. To contribute to improvements in the programme strategies and theory of change for KRC#7 in WCAR;
6. To assess the extent to which the birth registration regional strategies and key interventions integrated equity and gender in its design, implementation and monitoring.

2.3 Expected Results

More specifically, this evaluation is expected to generate recommendations that will help UNICEF Regional Office and all Country office programme staff as well as other in-country partners (see table above) to adapt the implementation of the WCAR KRC#7 towards universal registration of boys and girls to the emerging and country-specific needs in this area.

- To determine relevance, coherence, efficiency, effectiveness, impact and sustainability of the Birth Registration programmes.
- To enhance equitable access to birth registration and other basic services that may be conditioned by a birth certificate (e.g. health, education, etc.) for the most disadvantaged children;
- To accelerate results to reach the 2021 KRC#7 targets in the region and in each country;
- To scale up good practices and promising interventions through UNICEF and other actors.
- To implement mitigating measures to minimize the impact of COVID-19 on the attainment of KRC#7 results
- To identify and strengthen key interoperability results in order to scale up interventions and improve universal reach on birth registration but also immunization
- To ensure sustainability to ensure free and universal birth registration as many countries in the region are relying on the support of the development partners;

III. Description of the Assignment

3.1 Evaluation Scope

Please note that only 7 participating countries (Cote d'Ivoire, Guinea, Guinea-Bissau, Liberia, Togo, Chad, Cameroon) will be the object of field data collection, whilst the remaining 2 countries (Equatorial Guinea, Benin) will only be the object of a desk review

Thematic Scope: the evaluation will focus, for each country, on promising birth registration approaches and strategies that have been particularly successful in providing shift and acceleration towards the attainment of results at country and regional levels, including but not limited to the identified KRC accelerators (Public Financing, Partnerships, Social Drivers, etc.) .

The evaluation will also assess whether the birth registration programmes have had cross-sectoral benefits in/from the following areas: health, CRVS system reform and transformation of Civil Registration services and community engagement. for each one of the countries involved (Ivory Coast, Guinea, Guinea Bissau, Liberia, Togo, and from a regional perspective. In this respect, regional trend and practices will be highlighted by the evaluation team in the regional summary report.

More specifically, this evaluation will focus on above cited thematics at the following levels:

- At national level and subnational level, the evaluation will focus on the outcomes of the Civil Registration Reform and Transformation, as well as integrated cross-sectoral strategies and results (mainly, health and other relevant sectors for children under 5 and children under 1)
- At community level, the evaluation will also focus on whether the birth registration approaches have contributed or not to promote access to basic services with regards to CRC and UN Gender SWAP and the role of community engagement strategies in supporting (or not) the attainment of targets, particularly where hard-to-reach and vulnerable communities are concerned.

Geographical Scope: the desk review to be conducted as part of this evaluation is expected to have a regional coverage as well as an in-depth view of all the activities implemented as part of the birth registration programme at national level in selected countries. However, the data collection will concentrate on selected UNICEF intervention areas in each of the following countries : Ivory Coast, Guinea , Guinea Bissau, Liberia and Togo. It is also expected that the evaluation team includes the Regional Office in the sampling strategy. The exact number of regions / districts and sites to be visited will be determined by the evaluation team in the technical offer as part of the opted sampling strategy (this strategy should allow for robust evidence generation).

Chronological Scope: The evaluation will make sure to capture the essence of the activities implemented between January 2017 and July 2020 (month tbc), with specific timelines per country involved in the evaluation.

Table 2 : Evaluation Scope

Country	Thematic Scope	Geographical Scope	Chronological Scope
Ivory Coast	Focus on interoperability mechanisms with health sector to improve timely birth	926 out of 1521 maternities in 21 out of 33 regions	May 2019-July 2020

		registration of under one year old children.			
	Guinea	Focus on CRVS Reform and Interoperability within the “communes de convergence” and priority areas to assess to which extent converging strategies contribute to the sustainability and locally thought applications of KRC strategies to achieve 2030 results.	The following regions will be covered: <ul style="list-style-type: none"> - Labé - Nzérékoré - Conakry 	January 2018- July 2020	
	Guinea Bissau	Focus on Interoperability and Community Engagement, how these are implemented at local level and how this translates in terms of service offer, access and take up.	The evaluation will cover the national territory. However, for the purposes of the evaluation, the sampling strategy should cover the main land (mix between rural and urban areas) as well as at least one island.	January 2017 – July 2020	
	Liberia	Focus on interoperability with other health services, community engagement and CRVS Reform, as well as the assessment of coordination and implementation mechanisms. Further limited government funding is an evident bottleneck for sustainability that needs to be assessed and addressed.	The evaluation will cover the national territory (15 Counties). The sampling should cover rural and urban areas.	January 2018- July 2020	
	Togo	Focus will be on CRVS Reform and the implementation of key KRC strategies in the context of decentralization and the newly elected “mairies”.	The evaluation will cover the national territory and the 44 prefectures. It is asked that the evaluation team covers a sample of both prefectures which are being supported by UNICEF and operate an existing CRVS (13) and prefectures who haven't yet implemented an interoperable civil registration system.	January 2017- July 2020	
	Cameroon	Evaluation will focus on the following <ul style="list-style-type: none"> • Interoperability mechanisms with health sector to improve timely birth registration of under one-year old children • Effectiveness of innovation in birth notification • Community engagement in births registration Financial sustainability of the implementation of CRVS reforms	Central level, East and Far North regions	January 2018 – December 2020	
	Chad	Focus will be on CRVS reform and the implementation of the new civil registration legal and institutional reform	The evaluation will cover 6 provinces: Logone Occidental (Krim Krim and Benoye), Guera (Mongo), Kanem (Mao), Barh El Ghazal (Moussoro) and	July 2017-July 2020	

			Hadjer Lamis (Bokoro); Lake Province	
	Benin	Focus on interoperability with health services, community engagement and CRVS Reform, as well as the assessment of the establishment and functioning of the CRVS coordination mechanisms at central and decentralized levels.	The evaluation will cover the intervention areas of UNICEF (3 regions of Alibori, Borgou and Zou) as well as the national level for system strengthening. The sampling should cover rural and urban areas.	January 2016-December 2019
	Equatorial Guinea	Focus on CRVS reform and interoperability and inter-institutional coordination with all strategies in place at the country level on Digitization (health, identification, and administration) to assess to what extent convergent strategies contribute to sustainability and locally thought applications of KRC's strategies to achieve results by 2030 and AU Agenda 63	National geographic scope	January 2018 – December 2020

3.2 Evaluation Criteria and Questions

This evaluation will be guided by 7 criteria: 6 OECD criteria (Relevance, Coherence, Effectiveness, Efficiency, Impact and Sustainability)², and an additional Gender, Equity and Human Rights criterion.

In order to fulfil the objectives and purpose of this evaluation, the evaluation team will seek to answer the following questions.

Questions have been jointly developed by the UNICEF Regional Office and Country Offices. However, the evaluation team will be able to review the questions in the technical proposal and, if recruited, will finalise them in collaboration with the UNICEF staff and, eventually, with other identified evaluation stakeholders.

1. Relevance:

These questions are common to all participating countries

- 1.1. To what extent have the identified interventions responded to the needs of its expected beneficiaries?
- 1.2. To what extent have the developed strategies as well as partnerships and coordination mechanisms been able to achieve expected results and objectives?
- 1.3. To what extent have the identified interventions contributed to reinforce national data and registration systems?
- 1.4. To what extent have the different monitoring and evaluation strategies been able to measure the results of the chosen approaches? And how this could be improved?
- 1.5. To what extent has the technical assistance from UNICEF (Regional Office / Country Office) been

adapted to National Counterparts' needs? How could this be improved?

² <https://www.oecd.org/dac/evaluation/daccriteriaforevaluatingdevelopmentassistance.htm>

2. Coherence

These questions are common to all participating countries

- 2.1 To what extent are the UNICEF's birth registration interventions complementary with those implemented by the other partners and the government?
- 2.2 To what extent were context factors (political stability/instability, population movements, emergency context etc.) considered in the design and delivery of the intervention?
- 2.3. To what extent was the intervention design and delivery overall in line with international standards and principles ?

3. Effectiveness:

These questions are common to all participating countries

- 3.1 To what extent have the birth registration interventions achieved their intended objectives vis-à-vis the planned results in each of the Country Offices and in the Regional Office? What have been the most promising practices or initiatives?
- 3.2 To what extent have the birth registration approaches contributed to reach expected KRC 7 targets?
- 3.3 What are the factors (internal and external to UNICEF) that hindered the most the attainment of the envisaged Programme objectives? This will include any related factors to the COVID-19 crisis.
- 3.4 What are the factors (internal and external to UNICEF) that contributed the most to the attainment of the envisaged Programme objectives? This will include any related factors to the COVID-19 crisis.
- 3.5 What are the unexpected outcomes (positive and negative) produced by the birth registration programme?
- 3.6 To what extent have the interventions responded to the community and partners' expectations (please better define them)?

4. Efficiency:

These questions are common to all participating countries

- 4.1 For each of the Birth Registration programme components/domains, to what extent were financial resources, human resources and supplies:
 - sufficient (quantity) compared to identified needs and expected results?
 - adequate (quality) compared to expected results?
 - distributed/deployed in a timely manner?
- 4.2 To what extent have strategies varied, given the resources available, from one country to another?
- 4.3 What were the main factors influencing the implementation in terms of value for money?
- 4.4 To what extent should alternative strategies have been implemented in order to reach expected results with the same level of achievement, but with a lesser cost?
- 4.5 What were the most efficient and innovative strategies and interventions which contributed to accelerate achievements of KRC#7 targets?

5. Sustainability

These questions are common to all participating countries

- 5.1 How did or how is UNICEF incorporating measures for the activities funded by the birth registration programme to be continued without UNICEF support in the future?
- 5.2 To what extent have beneficiary communities and institutional partners owned the approaches and outputs?
- 5.3 To what extent are the birth registration programme activities integrated and replicated,/scaled up by government and other partners?
- 5.4 To what extent has national government taken the lead and invested in birth registration systems? To what extent have national governments mobilized or leveraged other partnerships and resources to strengthen birth registration and data monitoring systems in the country?
- 5.5 To what extent does the institutional and service delivery mechanisms put in place (e.g. coordination at regional, prefectural and community level, partnership with NGOs for implementation) have made it possible to achieve and maintain (or not) the results

6. Impact

These questions will only be relevant to Guinea, Togo and Liberia.

These questions will need to be reviewed and supplemented based on the Theory of Change for each country as part of the initial desk review

- 6.1 To what extent have the birth registration interventions **caused** positive or negative changes (to be determined) amongst target groups (please specify) in comparison to other groups who did not benefit from the intervention taking into account livelihood conditions and behaviours?
- 6.2 To what extent have the birth registration interventions **contributed** to positive or negative changes (to be determined) amongst target groups (please specify) in comparison to other groups who did not benefit from the intervention taking into account livelihood conditions and behaviours?

7. Gender and human rights, equity

These questions are common to all participating countries

- 3.3 To what extent were Gender, Human rights and Equity principles duly integrated in:
 - The design;
 - The planning;
 - And the implementation delivery of the birth registration programmes?
- 7.2 To what extent did the interventions addressed the needs of the most vulnerable groups in terms of access to registration services?
- 7.3 To what extent have the interventions tackled the barriers that prevent girls and women's birth registration and access to basic services (as a result) in the targeted communities?
- 7.4 If there have been political, practical or administrative obstacles to efficiently integrate Gender, Human Rights and Equity principles during the implementation of the interventions, what has been the level of effort deployed to overcome these difficulties?
- 7.5 To what extent has the monitoring, evaluation and reporting system taken into account the Gender, Human Rights and Equity principles

3.3 Evaluation Methodology

The evaluation will be conducted using a participatory and inclusive approach that can be combined with a child centred approach taking into account the humanitarian and complex contexts of each individual country. With regards to the Convention on the Rights of the Child³, the evaluation team is expected to propose adequate engagement of children and adolescents throughout the evaluation process. The evaluation will be based on mixed methods of collecting and analysing data obtained from programme beneficiaries and key stakeholders. The purpose of using multiple methods is to triangulate data from different sources to formulate the findings and to provide the most relevant and credible answers to the evaluation questions. To enhance the rigour of the evaluation, during the inception phase, the evaluation team will develop rubrics for each one of the indicators included in the evaluation matrix.

Primary data collected in the field will be supplemented by:

- A secondary analysis of routine data generated by the UNICEF monitoring mechanism (and / or those of line Ministry or implementing partners), including Multiple Indicators Cluster Surveys (MICS) , national relevant data systems (when data exists), past programme reports, KRC dashboards, DHIS data;
- A desk review of the programme documentation, its action plan and annual reviews, as well as available monitoring and evaluation reports of the Child Protection sections within the Regional Office and Country Offices ;
- A process of dialogue with key actors concerned by the programme, including:
 - UNICEF staff (Child Protection and Health Sections) at the level of Country Offices and the Regional Office;
 - Staff of Ministry of Health and any other relevant cross-sectoral Ministry (Planning, National Statistics Institute, Education, etc.);
 - An iterative dialogue process with all the main stakeholders involved in the implementation of the programme :
 - UNICEF staff (Child Protection sections) at Country and Regional Offices
 - Ministry of Education and Health in each of the participating countries
 - Implementing and technical partners
 - Local authorities

This multi-stakeholder dialogue will also serve as an opportunity to validate and amend, if necessary, the theory of change of the programme in question.

A detailed design of the evaluation including the proposed methodology for each evaluation question and/or objectives, sample size, sampling methodology as well as an analysis by rubrics , alongside the tools to be used will be proposed by the evaluation firm in its bid. All submitted proposals will need to take into account the diversity of stakeholders in terms of age, gender and other relevant criteria. It is expected that the methods and sampling proposed for assessing the effects of interventions on children outcomes are sufficiently robust to ensure the credibility and internal validity of the evaluation results. The final methodology will be agreed to during the inception phase and approved by the evaluation reference group.

³ <https://www.unicef.org/child-rights-convention/convention-text>

The consultants are strongly encouraged to propose the use of innovative methodologies, including child centred approaches and intra-community data approaches, in their technical proposal, beyond the usual data collection methods used in many of the evaluation conducted in the past, taking into account that travel restrictions related to the COVID-19 pandemics may affect the data collection.

It is also highly recommended that the evaluation team takes a simultaneous approach in managing the field data collection in all participating countries given the duration of the contract and the need for findings and recommendations to be used by Country Offices and WCARO Regional Office in time for strategic planning and future programming (due to take place in May 2021).

Existing data and documents will be made available to the evaluation team by the UNICEF Evaluation Manager at the start of the consultation. The consultant/s will submit an inception report with a detailed methodology, which will include both, quantitative and qualitative elements, designed to accurately answer the evaluation questions. In order to demonstrate that the evaluation team has clearly understood the content of the birth registration programme at regional and national level as well as the fundamental questions to be addressed by this evaluation, the inception report will provide a critical summary of the information contained in the programmatic documents made available to the evaluation team by UNICEF after signing the contract. The inception report will also indicate for each of the evaluation questions the following information: what methods and data collection tools will be used to respond to it, from whom the data in question will be collected (including the respondent sampling strategy), which analytical methods will be used to interpret the data, what measures will be adopted to ensure the quality of the evaluation, and how the data will be disseminated. This report should also propose specific measures that will ensure that the evaluation complies with ethical standards including the confidentiality and respect for dignity of those involved.

The evaluation will be conducted according to the evaluation norms and standards of the United Nations Evaluation Group (UNEG)⁴ and the UNEG Code of Conduct⁵. Transversal analysis of human rights, gender and equity aspects shall be conducted in line with the Guidelines on the Integration of Human Rights and Gender Equality in Evaluations⁶. Close attention shall be paid to the conformity of different deliverables of this mandate with the Geros standards⁷, as UNICEF will not accept deliverables that do not comply with these standards or aforementioned UNEG guidelines. The Geros standards, that will be also used to determine the rating of the final report by a UNICEF-independent entity, will be shared by UNICEF with the evaluation team immediately after the signature of the contract. In order to increase its use, the main conclusions and recommendations of the evaluation will be disseminated in the form of briefing notes or policy briefs. The evaluation validation workshop will serve as an opportunity to validate and develop further, in a participatory manner, the main recommendations of the evaluation.

⁴ <http://www.unevaluation.org/document/detail/1914>

⁵ <http://www.unevaluation.org/document/detail/100>

⁶ <http://www.uneval.org/document/detail/980>

⁷ <http://www.uneval.org/document/detail/607>

IV. Deliverables

The evaluation firm is expected to provide two sets of deliverables by the end of this assignment: one set for each one of the countries involved in this evaluation and one set with a broader regional scope, as specified below.

A. FOR EACH ONE OF THE SIX COUNTRIES INVOLVED IN THIS MULTI-COUNTRY EVALUATION:

The products for each country will be produced in the official language of each country (**English, French, and Portuguese**)

1. **Inception report for each country** presenting the detailed evaluation methodology (5 inception reports in total). This note will be structured as follows (max. 30 pages + appendices):
 - a. Introduction presenting the object of the evaluation, its purpose, scope and objectives
 - b. Evaluation Context , including an analysis of evaluability and preliminary results of the desk review
 - c. Evaluation criteria and questions refined through the desk review and preliminary interviews. It is expected that evaluation questions will be prioritised following the extensive desk review exercise.
 - d. Methodological Approach and data collection methods including sampling strategy and ethical considerations. Please not that this phase can include telephone based data collection methods (via Whatsapp) given the inaccessibility of some stakeholders as a result of the security and emergency context.
 - e. Data analysis methods
 - f. Evaluation matrix presenting for each evaluation criterion, evaluation questions, evaluation subquestions and corresponding indicators, data collection methods and data sources.
 - g. Limitations of the evaluation and mitigating measures
 - h. Ethical considerations, including research principles involving children
 - i. Envisaged Work Plan
 - j. Suggested structure of the final report following the UNEG and UNICEF norms and standards
 - k. Annex: List of the main documents reviewed; Proposed data collection tools; Initial list of key informants

NB: Please note that the inception report will be verified against plagiarism.

2. **PPT for each country (6 presentations in total)** on preliminary findings and conclusions during the debriefings held with stakeholders in each country after the fieldwork (validation session).
3. **Draft evaluation report for each country (6 draft evaluation reports)** elaborated according to the international evaluation quality standards namely: the UNEG Checklist on Quality of Evaluation Reports⁸, the GEROS Quality Assessment Criteria⁹, and the UNEG Guide on the Integration of Gender Equality and Human Rights in Evaluation¹⁰. This report will be the subject of several iterations (series of exchanges)

⁸ <http://www.unevaluation.org/document/detail/607>

⁹ https://www.unicef.org/evaluation/files/GEROS_Methodology_v7.pdf

¹⁰ <http://www.uneval.org/document/detail/980>

between the evaluation team and UNICEF until to ensure the respect of the UNEG and UNICEF norms and standards for evaluation. Each finding, conclusion and recommendation should be numbered and the links between them should be clearly stated in the conclusions and recommendations sections.

4. **Final Draft Report Restitution and Recommendation Validation Workshop** for each country (6 workshops in total). This report will have been the object of the review by the ERG and their comments integrated in this report. This workshop will be facilitated by the national consultant or by the Team Leader remotely.
5. **Full final evaluation report integrating all comments provided by the ERG members provided at the restitution and validation workshop for each country** (6 reports in total) . This deliverable should be of max 50 pages without annexes, and an executive summary of max 15 pages. The report will be compliant to international evaluation quality standards namely: the UNEG Checklist on Quality of Evaluation Reports¹¹, the GEROS Quality Assessment Criteria¹², and the UNEG Guide on the Integration of Gender Equality and Human Rights in Evaluation¹³ as mentioned in the Terms of Reference. This report will be the subject of detailed review by UNICEF Regional Office and Country Offices.
6. **Raw data**, including data collection tools, electronic transcripts and complete datasets

The full final report for each one of the six countries shall be structured as follows:

- Table of Contents including List of Tables and List of Figures
- Executive Summary (covering all main sections of the report: background, methodology and process, main findings and recommendations, lessons learnt)
- Acknowledgements (all who supported the evaluation and provided strong cooperation and collaboration during the process)
- List of abbreviations and acronyms
- Introduction (object of the evaluation, evaluation purpose, objective, scope, intended uses and users)
- Evaluation context
- Methodology, including sampling strategy and data analysis methods
- Key findings (by criterion – each individual question will need to be answered) + Preliminary Conclusions (given that all findings will be numbered, each conclusion will need to clearly indicate this specific findings and corresponding paragraph numbers which it is based on)
- Final conclusions
- Lessons Learnt
- Recommendations (strategic and operational, maximum 5 priority recommendations)
- Annexes ToRs; List of persons interviewed, and sites visited; List of documents consulted; More details on methodology, such as data collection instruments, including details of their reliability and validity; Evaluators biodata and/or justification of team composition; Evaluation matrix; Results framework)

¹¹ <http://www.unevaluation.org/document/detail/607>

¹² https://www.unicef.org/evaluation/files/GEROS_Methodology_v7.pdf

¹³ <http://www.uneval.org/document/detail/980>

Once the recommendations are validated, the evaluation team will assist each Country Office in the development of an action plan for the implementation of the main strategic and operational recommendations (“management response”). An action plan will be developed for each country and will be defined in participatory way during the course of the evaluation report validation workshop

7. **A synthesis note for the external audience of 1-2 pages for each country** (6 synthesis in total) . This will be used as a dissemination tool for the main conclusions and recommendations of the evaluation.
8. **An infographic** illustrating the main key messages of the evaluation for online or email distribution
9. **A regional report (max 50 pages without annexes)** presenting a summary of each country evaluation, as well as trends and issues of relevance at regional level. This report will also need to be compliant to the same international standards and structure of national reports. The finalisation of this report will need to include primary data collection with UNICEF Regional Office Staff.

V. Location and Duration

Please note that only 7 participating countries (Cote d’Ivoire, Guinea, Guinea-Bissau, Liberia, Togo, Chad, Cameroon) will be the object of field data collection, whilst the remaining 2 countries (Equatorial Guinea, Benin) will only be the object of a desk review

Apart from the fieldwork, the consultants will be home-based and will use their own material and other resources from the evaluation firm that submits the technical and financial proposal. Periodic discussions with the Regional Office and UNICEF Country Offices will take place and comments from the Country OFFICE and the UNICEF Regional Office will be integrated in the final deliverables of the consultancy.

Table 2: Envisaged Workplan

Activities	Timeline
I. Preparatory phase	
Contract signature	December 2020
Preliminary interviews and inception meeting (via Skype)	January 2021
Desk review , development of data collection tools and elaboration of inception report	January 2021
Workshop to validate the evaluation matrix, rubrics and data collection tools* <i>*This exercise will allow pre-identifying the different levels of possible programme performance in response to each question</i>	February 2021
Submission of full inception report	February 2021
Review of the inception report and integration of the Evaluation Reference Group inputs (ERG)	February – March 2021
II. In country data collection phase	
Pilot-testing and validation of data collection tools + meeting with UNICEF Staff and other stakeholders	April 2021
Primary data collection including field visits (if appropriate) (The evaluation team will inform UNICEF regularly on the progress of the work by Whatsapp, Tel, e-mail, etc. during the field phase.)	April – May 2021
Debriefing and presentation of preliminary findings (PPT)	May 2021

III. Data analysis, report writing, validation and dissemination	
Data analysis and submission of draft evaluation report based on the ERG inputs (Draft 0; a report for each country)	April - May 2021
Elaboration and submission of revised draft evaluation report (Draft 1; a report for each country) integrating comments from the Evaluation Reference Group	May – June 2021
Recommendation validation workshop (either facilitated by the evaluation team, the UNICEF M&E staff or the Evaluation Regional Advisor)	July 2021
Elaboration and submission of the final version of the report (Draft 2) integrating further comments from the Evaluation Reference Group	August 2021
Elaboration and submission of synthesis notes based on the final approved evaluation report	September 2021
Submission of final synthesis notes	September 2021
Elaboration and submission of the Regional Evaluation report (Draft 0)	September 2021
Elaboration and submission of the final version of the Regional Evaluation Report	October 2021

VI. Qualification Requirements

The evaluation will be carried out by a team of evaluation consultants with extensive experience both at national and international level. The evaluation firm is expected to propose a sufficient number of consultants/personnel to ensure the evaluation results and deliverables are provided in time (December 2020). The team should have a good knowledge of national country contexts involved in the evaluation (Ivory Coast, Liberia, Guinea, Guinea Bissau, Togo, DRC) as well as of birth registration programming approaches and child protection issues. The team will work closely together to develop and implement an appropriate methodology and approach to address the evaluation questions and achieve the expected results of the evaluation. The team will be composed of at least 14 people, including an International Team Leader with coordination responsibilities, one international specialist in civil registration and at least 12 national consultants specialized in Civil Registration and Early Child Development issues (two for each country where the evaluation will be conducted).

6.1 Evaluation Team leader (International)

She/He will coordinate the evaluation team and ensure the design of the evaluation, the management of the evaluation process, the quality assurance and the delivery of the expected products in close collaboration with the other members of the team. She/He shall conduct the evaluation applying an approach that is conducive to the transfer of competencies to the national members of the evaluation team. She/He should have the following profile:

- Advanced university degree in the relevant fields such as public health, social science research, child protection, child development or other relevant degree.
- More than five years' experience in programme evaluation and must have completed at least three high quality programme/project evaluation in that period (a copy of an evaluation report, which the applicant has been a primary author of, will need to be submitted a part of the application);
- Must be familiar with child protection programming and evaluation approaches;
- Excellent writing and communication skills in English; French and Portuguese language skills desirable;

- Good work experience in rural communities of West and Central Africa;
- Good IT Skills including a good knowledge of MS Word, Power Point and Excel;
- Good knowledge of UNICEF work, the Strategic plan, and the UNICEF Child Protection strategy;
- Good knowledge of results-based programme management;
- Previous related evaluations in civil or birth registration - related areas will be an asset.

6.2 Other Evaluation team members

They will participate in all stages of the evaluation process and will be responsible for collecting and analysing the data that will be used to establish the evaluative judgment. They will also contribute to the analysis of the national context and to contextualize the results of the evaluation. This will involve both secondary data analysis and primary data collection with beneficiary communities and key stakeholders involved in the implementation of the programmes. This team of consultants should consist of at least one international expert besides the Team Leader, the detailed composition is to be proposed by the evaluation firm/team. The evaluation may also require the employment of local enumerators in each one of the six countries to support primary data collection. The evaluation firm/team should plan for any other necessary staff such as translators, etc. The proposal will need to clearly indicate how the field work will be organised. However, it is expected that at least one international consultant visits and/or supports the evaluation process in each country (according to travel regulations within the COVID19 context). Overall, the following profiles should be present in the evaluation team:

On top of the International Team Leader, below are the additional team members:

One International Civil Registration Specialist:

- Advanced university degree in social sciences, civil registration/ child development or other relevant field with emphasis on child rights (and particularly around behaviour change).
- A minimum of 5 years of progressively responsible work experience in the planning, management and/or evaluation of child protection interventions with focus on civil registration and access to basic services. A practical experience in the evaluation of such interventions is desirable.
- Substantive relevant experience in West Africa and Central Africa region and knowledge of the social, political and economic environment of the region.
- Knowledge of current developments in the fields of civil registration.
- Have a perfect command of quantitative and qualitative methods of research and evaluation methods based on equity, human rights and gender;
- Have excellent oral and written communication skills in French and English;

National Evaluation Consultants who will be civil registration / early child development specialists in each of the six countries where field data collection will take place:

- Advanced University degree in public health, child protection, monitoring and evaluation and/or communication for behavioural change or other disciplines relevant to the object of the evaluation;
- A minimum of 3 years of experience in evaluating development programmes and projects in community engagement, behavioural change and early child development
- A minimum of 5 years of progressively responsible work experience in the planning, management and/or oversight of early child development interventions with a focus on civil registration

- Have excellent knowledge of the national contexts in West and Central Africa
- Have excellent command of quantitative and qualitative data collection and analysis methods;
- Have good coordination skills and able to manage a team of enumerators
- Have experience in the use of participatory appraisal techniques in data collection, sensitive to gender and equity issues;
- Have excellent oral and written communication skills in English and French;
- Have excellent analytical, synthesis and writing skills
- Must have completed at least one high quality programme evaluation over the past 5 years

Joint teams of national and international consultants integrating women are strongly encouraged. The applying evaluation firm/team will be responsible for all local recruitments and logistical arrangements for field work. UNICEF will not provide any transportation or logistical support for field travel.

VII. Evaluation Process and Methods

The selection of Evaluation firm will be made on the basis of the technical and financial offers that shall be submitted according to the UNICEF procedures. The technical and financial offers will be scored using a 100 point-scale, including 30 points for the financial offer and 70 points for the technical proposal.

The **technical proposal** (max 30 pages) should cover the following aspects:

- A copy of the CV for each of the evaluation team member of maximum 3 pages
- A copy of an evaluation report **written by** the the Team Leader
- A methodological note (max 30 pages) which will need to demonstrate :
 - Understanding of the evaluation purpose and Terms of References
 - Data collection and analysis methods including sampling strategies as deemed relevant and adequate by the evaluation team to meet the objectives and answer evaluation questions.
 - Detailed justification for the choices made in terms of data collection and analysis methods as well as sampling strategy
 - Proposed workplan and timeframes (hour/days), including a clear definition of roles and responsibilities that each member of the evaluation team will play and working relationships with the UNICEF Regional and Country Offices.
 - Names and contact details of reference persons
 - List of past evaluation reports (if applicable)
 - Any other additional information to support the application (optional).

Applicants are strongly encouraged not to repeat the text from Terms of Reference but rather to demonstrate a critical understanding of it. A copy of one evaluation report produced by the Team Leader during the last 5 years should be attached to the application.

The technical proposal shall be submitted in a separate file or envelop, clearly named/marked : “Technical Proposal”. No financial information should be included in the Technical Proposal. The technical offers will be noted according to the assessment grid provided in Table 3.

Tableau 3: Technical offer grid assessment

Number	Evaluation Criteria	Sub-criteria of evaluation	Nb of Points	Total
1	Understanding of Terms of Reference	Understanding of Terms of Reference	10	10
2	Méthodology	Methodological framework/ approach in relation to evaluation questions <i>(according to relevance of the proposed framework for the evaluation questions)</i>	10	25
		Data collection methods and Sampling <i>(according to relevance and coherence with the methodological approach to adress evaluation questions)</i>	8	
		Data analysis methods <i>(according to relevance and coherence with the methodological approach to adress evaluation questions) s</i>	7	
3	Organisatoonal Capacity of the evaluation team to deliver	Evaluation Workplan <i>(according to relevance and proposed timeline to achieve deliverables)</i>	5	10
		Roles and responsiibilities of evalaution team members <i>(according to the relevance of role and responsibilities' distribution to achieve quality deliverables in the expected timeframe)</i>	5	
4	Expertise et Experience of Team Leader l	Expertise of Team Leader <i>(according to expertise in Evaluation and conducting Human Right, Gender and Equity based evaluations)</i>	6	12
		Experience of Team Leader <i>(according to the quality of submitted evaluation report as part of the technical proposal. This will help estimate the general evaluation and thematic experience as a Team Leader)</i>	6	
5	Expertise et Experience of Team Members	Expertise of other team members <i>(according to expertise in the thematic field , knowledge about national/regional context, and know-how of evaluation and research methods)</i>	7	13
		Experience of other team members <i>(according to experience in evaluation and thematic fields at a national/regional level)</i>	6	
Total Note : Technical Offer				70
Minimum technical score required				50

The minimum score for the qualification is set at 50 points out of 70 and the only financial offers relating to technical proposal having obtained a technical score ≥ 50 points out of 70 will be taken into consideration in the rest of the selection process.

Financial Evaluation

The financial offer shall contain the Offer with cost breakdown and must cover all the expenses related the evaluation including the desired remuneration, accommodation costs, travel costs (economy class), travel insurance and others. The IT and communication equipment necessary for the proper implementation of the evaluation will be the responsibility of the Evaluation Team. It should be noted that the costs of organizing meetings or technical workshops will be borne by UNICEF. The financial offer shall be presented separately from the technical offer and clearly named/marked “Financial Proposal”. It will only be examined for offers that are considered technically valid (minimum score of 50 points in the technical assessment).

Financial evaluation: This will carry 30 points. The maximum number of points will be allotted to the lowest price proposal that is opened and compared among those invited firms/institutions which obtain the threshold points in the evaluation of the technical component. All other price proposals will receive points in inverse proportion to the lowest price. The score is calculated as $= (10 * \text{Price of lowest priced proposal}) / \text{Price of proposal X}$

The overall score for each proposal will be the sum of the technical score and the financial score. Bidders will be ranked in order of their overall scores.

The bid with the highest overall rating will be selected for the contract to be issued.

All offers shall be submitted to UNICEF WCARO Supply Section.

Deadline for applications:

VIII. Administrative Issues

Technical and Financial Proposal

For more details on the background for each country, please refer to the Full Terms of Reference available [here insert link](#)

In submitting the technical and financial proposal, the bidder should take in consideration the following:

- Bidder should be requested to provide an all-inclusive cost in the financial proposal and factor in all cost implications for the required service / assignment
- It is expected that the bidder shall include international travel costs to each of the participating countries. If travel restrictions are in place, the bidder should provide alternative working arrangements involving national consultants in each of the participating countries.
- Any travel costs shall be calculated based on economy class travel, regardless of the length of travel and ii) costs for accommodation, meals and incidentals shall not exceed applicable daily

subsistence allowance (DSA) rates, as promulgated by the International Civil Service Commission (ICSC).

- The bidder will rely on its own resources and facilities to deliver the work and outputs as part of this assignment.

UNEG Ethical Principles

The evaluation team shall also demonstrate an **understanding ethical principles and standards defined by the United Nations Evaluation Group** in its technical proposal:

- **Anonymity and confidentiality:** The evaluation must respect the rights of the people who provide information, guaranteeing their anonymity and confidentiality.
- **Responsibility:** The entire team must confirm the results presented in the report, any disagreements are to be mentioned. The report should inform about any conflicts or differences of opinion that may have arisen between the consultants or between the consultant and the programme managers regarding the conclusions and / or recommendations of the evaluation.
- **Integrity:** The evaluator will need to highlight issues that are not specifically mentioned in the ToR, in order to carry out a complete analysis of the programme.
- **Independence:** The consultant must ensure that he/she remains independent in respect to the programme under review, and he/she should not be involved in its implementation or any other phase.
- **Incidents:** If problems arise during fieldwork, or at any other point of the evaluation, they should be reported immediately to the Evaluation Manager. If this is not done, the existence of such problems can in no way be used to justify the failure to achieve the results expected by UNICEF in these terms of reference.
- **Validation of information:** The consultant/s must ensure the accuracy of the information gathered during the preparation of the reports and will be responsible for the information presented in the final report.
- **Intellectual property:** Using the different sources of information, the consultant/s must respect the intellectual property rights of the institutions and communities involved in the evaluation.
- **Submission of reports:** If the reports are submitted after agreed deadlines, or if the quality of the submitted reports is significantly lower than agreed, the sanctions provided in these terms of reference will apply.

Intellectual Property Rights

UNICEF retain(s) the right to patent and intellectual rights, as well as copyright and other similar intellectual property rights for any discoveries, inventions, production or works arising from the implantation of the project under this Agreement with UNICEF. Neither the contractor nor its personnel shall communicate to any other person or entity any confidential information made known to it in the course of the performance of its obligations under the terms of this consultancy nor shall it use this information to private or company

advantage. This provision shall survive the expiration or termination of the Agreement with UNICEF. The right to reproduce or use materials shall be transferred with a written approval of UNICEF based on the consideration of each separate case.

The core reports will be issued by UNICEF and/or the steering committee for the evaluation noting in the acknowledgements sections institutions and persons who have made major contributions to their authorship. The evaluation firm will provide UNICEF and/or the steering committee members with raw data, corrected/verified data once cleaned and programming files that permit replication of results from core research/survey/evaluation reports.

Data collected for the evaluation is the property of UNICEF and the Governments in the five countries. Master versions of the data, coding protocols and programming code permitting replication of results of core survey/evaluation reports will be kept by the programme. Copies of the data will be distributed to evaluating firm with the permission of the evaluation steering committee with a view to helping to disseminate learning derived from the data sets.

IX. Project Management and Evaluation Governance

Evaluation Manager: The UNICEF Regional Evaluation Adviser based at the Regional Office for West and Central Africa Region will be the overall manager of the evaluation. This will contribute to preserving the independence of the evaluation. The manager must ensure compliance with UNICEF standards and norms as well as compliance with quality standards¹⁴. He/She will be the focal point of the evaluation team and will be responsible for validation of evaluation products. He/She will also ensure that the evaluation reference group is informed of the progress of the evaluation.

The Quality Assurance of the evaluation will be implemented through the review of the Terms of References, of the methodologies and reports. This will be done by the Evaluation Manager in coordination with the ERG and the UNICEF Regional Office.

The **Evaluation Reference Group, at regional level**, will be comprised of :

- The Child Protection Regional Adviser of WCARO
- PME Chiefs of UNICEF Country Offices involved in this evaluation
- A representative from Implementing Partners
- An independent expert on Birth Registration issues .

The Regional ERG will be presided by Child Protection Section Focal Point and Evaluation Manager will be its reporter. The Regional Evaluation Adviser based at the UNICEF Regional Office for West and Central Africa (WCARO) will also provide technical oversight over the entire evaluation process, including all evaluation products

The **Evaluation Reference Group, at in-country level** will be comprised of:

- PME Chief of Country Offices involved in this evaluation

- CP Chief of Country Offices involved in this evaluation
- At least 5 Members of concerned Ministry Departments (Ministry of Health, Ministry of Interior, Ministry of Justice, Ministry of Education)
- At least 3 internal/ external experts in the field pertaining to Civil Registration in each of countries involved in the evaluation

The ERG at country level will be headed by the CP Chief, supported by the PME Chief, and will have the role of ensuring that the evaluation methodology and focus meet needs at national level, and will be a first port of call for issues related to documentation, accuracy regarding the context and national data as well as access to key informants regarding the data collection process.

X. Payment Schedule

The service fee will be paid in three instalments as follows:

- 20% after validation of all the inception reports;
- 40% after the submission of all the draft reports;
- 40% after validation of the final evaluation reports, synthesis notes, PPT presentations, action plans and regional summary report, including the infographic.

UNICEF reserves the right to withhold all or a portion of payment if performance is unsatisfactory, if work/outputs:

- is incomplete,
- does not meet the quality standards of both UNICEF and the respective Governments of the involved countries,
- is not delivered or has failed to meet deadlines.

¹⁴ <http://www.unevaluation.org/document/detail/1914>; <http://www.unevaluation.org/document/detail/607>

