

<b>TERMS OF REFERENCE FOR A CONSULTANCY</b>	
<b>Title: Consultancy to conduct a mid-term review of the project “Action for Teen Mothers and Adolescent Girls in Central Region, Malawi”</b>	
<b>Hiring Office:</b>	UNFPA Malawi office
<b>1. Introduction</b>	<p>Malawi’s first digital population and housing census (2018) records a population of 17.5 million. Malawi records a total fertility rate is 4.2 children per woman and has a very youthful population with 26 per cent being adolescents aged 10-19 years. Malawi’s adolescent birth rate remains unacceptably high, with an estimated 136 births per 1,000 girls aged 15-19 for 2015-16, ranking among the highest in Africa. In Malawi, three out of ten girls 15-19 are giving birth, being a silent obstacle to gender equality for girls. Early pregnancy is both cause and consequence of child marriage and early union, sexual gender based violence and limited life projects for girls. Early pregnancy multiplies the risks to girls’ health, increasing the likelihood of complications such as obstetric fistula, or death from pregnancy-related causes.</p> <p>With the funding support from Korea International Cooperation Agency (KOICA), Action for Teen Mothers and Adolescent Girls Project (hereafter, the AFT project) is implemented in Dedza and Mchinji districts of Malawi to advance adolescent girls and young women’s empowerment and improvement in their sexual reproductive health and rights. Implementation window is from November 2020 to December 2024. The project implementation is done in partnership with the Ministry of Youth and Sports, Ministry of Gender, Ministry of Health, Mchinji district council, Dedza district council, CSO partners (Malawi Girl Guides Association, Youth Net and Counseling, Family Planning Association of Malawi and Freedom from Fistula Foundation) and UN Food and Agricultural Organization.</p>
<b>2. Purpose and Objectives</b>	<p>The project mid-term review serves the main purpose of assessing the project performance and management at a mid-point of the project cycle.</p> <p>The <b>objectives</b> of this project mid-term review are:</p> <ol style="list-style-type: none"> <li>1. To undertake an independent review of the project implementation, management and performance;</li> <li>2. To assess continued relevance, effectiveness, efficiency, impact and sustainability of the project;</li> <li>3. To assess key bottlenecks in implementation and key risks and its mitigation measures;</li> <li>4. To gather best practices and lessons learnt to promote feedback and knowledge sharing and to inform the project interventions until the end of the project;</li> <li>5. To identify key priority recommendations to adapt and change in the rest of the project cycle, including financial implications.</li> </ol>
<b>3. Scope of work</b>  <b>(Description of services,</b>	<p><b>Methodology of the Mid-Term Review (MTR)</b></p> <p>To conduct the MTR, following methodologies will be adopted but should not be limited to:</p>

<p><b>activities, or outputs)</b></p>	<ul style="list-style-type: none"> <li>• Desk review of the project implementation and management documents</li> <li>• Survey or online forms;</li> <li>• Key Informant Interviews (KIIs), stakeholder meetings and any other participatory methods;</li> <li>• Focus Group Discussions (FGDs) with the project target groups and selected stakeholders;</li> <li>• Direct observation, as necessary.</li> </ul> <p><b>Expected outputs and deliverables</b></p> <ol style="list-style-type: none"> <li>1) Design phase <ul style="list-style-type: none"> <li>• Inception report (including a review framework, methodologies, data collection tools and a work plan)</li> <li>• Presentation slide deck of the inception report for the project stakeholder group (as relevant)</li> <li>• Presentation of the outline of the MTR report</li> </ul> </li> <li>2) Field phase <ul style="list-style-type: none"> <li>• Data collection plan (field visit plan required as relevant)</li> <li>• Preliminary findings brief</li> </ul> </li> <li>3) Reporting and dissemination phase <ul style="list-style-type: none"> <li>• Draft mid-term review report with the presentation slide deck</li> <li>• Final report which is formatted, organized and designed to professional quality</li> <li>• A final presentation deck, summarizing the key review findings in user-friendly and visualized aids</li> </ul> </li> </ol> <p><b>General Terms and Conditions</b></p> <p>All reports and documents prepared during the assignment shall be treated as property of UNFPA Malawi CO. The reports/documents or any part, therefore, cannot be sold, used and/or reproduced in any manner without prior written approval of UNFPA Malawi CO. In the event of the consultant requiring additional time to complete the contract, over and above the time previously agreed to, but without UNFPA Malawi CO changing the scope of work, UNFPA’s prior written approval for the same shall be necessary. After completion of the assignment and submission of the final output/deliverables, the concerned project/unit will make a final payment based on satisfactory evaluation of the deliverable(s).</p>
<p><b>4. Duration and working schedule</b></p>	<p>This consultancy is deliverable-based and is designed to be implemented during 5 June – 29 September 2023. Tentative start date of the consultancy is on 5<sup>th</sup> June 2023.</p>

<b>5. Delivery timeline and how work will be delivered</b>	<table border="1"> <thead> <tr> <th data-bbox="461 309 636 400">Phase</th> <th data-bbox="646 309 1107 400">Key activities (planned and subject to change)</th> <th data-bbox="1117 309 1426 400">Expected outputs</th> </tr> </thead> <tbody> <tr> <td data-bbox="461 414 636 607"><b>Design phase</b></td> <td data-bbox="646 414 1107 607"> <ul style="list-style-type: none"> <li>- Review kick-off meeting</li> <li>- Desk review</li> <li>- Development of inception report</li> </ul> </td> <td data-bbox="1117 414 1426 607"> <ul style="list-style-type: none"> <li>- MTR inception report</li> <li>- Outline of the MTR report</li> <li>- Presentation slide deck of the inception report</li> </ul> </td> </tr> <tr> <td data-bbox="461 620 636 846"><b>Field phase</b></td> <td data-bbox="646 620 1107 846"> <ul style="list-style-type: none"> <li>- Data collection in Lilongwe, Dedza and Mchinji selected sites</li> <li>- Virtual or physical meetings with all relevant stakeholders</li> <li>- De-briefing meeting with project management group</li> </ul> </td> <td data-bbox="1117 620 1426 846"> <ul style="list-style-type: none"> <li>- Data collection plan</li> <li>- Preliminary findings brief</li> </ul> </td> </tr> <tr> <td data-bbox="461 860 636 1077"><b>Reporting and dissemination phase</b></td> <td data-bbox="646 860 1107 1077"> <ul style="list-style-type: none"> <li>- Analysis of the data and information and draft reporting writing</li> <li>- MTR report validation meeting</li> <li>- Revision of the draft report to produce the final review report</li> </ul> </td> <td data-bbox="1117 860 1426 1077"> <ul style="list-style-type: none"> <li>- Draft MTR report</li> <li>- Final MTR report with the comment log</li> <li>- Final presentation deck summarizing the MTR</li> </ul> </td> </tr> </tbody> </table>	Phase	Key activities (planned and subject to change)	Expected outputs	<b>Design phase</b>	<ul style="list-style-type: none"> <li>- Review kick-off meeting</li> <li>- Desk review</li> <li>- Development of inception report</li> </ul>	<ul style="list-style-type: none"> <li>- MTR inception report</li> <li>- Outline of the MTR report</li> <li>- Presentation slide deck of the inception report</li> </ul>	<b>Field phase</b>	<ul style="list-style-type: none"> <li>- Data collection in Lilongwe, Dedza and Mchinji selected sites</li> <li>- Virtual or physical meetings with all relevant stakeholders</li> <li>- De-briefing meeting with project management group</li> </ul>	<ul style="list-style-type: none"> <li>- Data collection plan</li> <li>- Preliminary findings brief</li> </ul>	<b>Reporting and dissemination phase</b>	<ul style="list-style-type: none"> <li>- Analysis of the data and information and draft reporting writing</li> <li>- MTR report validation meeting</li> <li>- Revision of the draft report to produce the final review report</li> </ul>	<ul style="list-style-type: none"> <li>- Draft MTR report</li> <li>- Final MTR report with the comment log</li> <li>- Final presentation deck summarizing the MTR</li> </ul>																
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<b>6. Monitoring and progress control, including reporting requirements</b>	<p>This is a deliverable based consultancy and it is estimated to take place between May – August 2023.</p> <table border="1"> <thead> <tr> <th data-bbox="461 1211 671 1326" rowspan="2">Phase</th> <th colspan="4" data-bbox="681 1211 1018 1267">Timeline (2023)</th> <th data-bbox="1027 1211 1410 1267" rowspan="2">Location</th> </tr> <tr> <th data-bbox="681 1281 786 1326">June</th> <th data-bbox="796 1281 901 1326">July</th> <th data-bbox="911 1281 1016 1326">Aug</th> <th data-bbox="1026 1281 1131 1326">Sep</th> </tr> </thead> <tbody> <tr> <td data-bbox="461 1339 671 1417"><b>Design phase</b></td> <td data-bbox="681 1339 786 1417">X</td> <td data-bbox="796 1339 901 1417">X</td> <td data-bbox="911 1339 1016 1417"></td> <td data-bbox="1026 1339 1131 1417"></td> <td data-bbox="1027 1339 1410 1417">Virtual/ Lilongwe</td> </tr> <tr> <td data-bbox="461 1431 671 1509"><b>Field phase</b></td> <td data-bbox="681 1431 786 1509"></td> <td data-bbox="796 1431 901 1509">X</td> <td data-bbox="911 1431 1016 1509">X</td> <td data-bbox="1026 1431 1131 1509"></td> <td data-bbox="1027 1431 1410 1509">Lilongwe, Dedza, Mchinji</td> </tr> <tr> <td data-bbox="461 1523 671 1626"><b>Reporting and dissemination phase</b></td> <td data-bbox="681 1523 786 1626"></td> <td data-bbox="796 1523 901 1626"></td> <td data-bbox="911 1523 1016 1626"></td> <td data-bbox="1026 1523 1131 1626">X</td> <td data-bbox="1027 1523 1410 1626">Virtual/ Lilongwe</td> </tr> </tbody> </table>	Phase	Timeline (2023)				Location	June	July	Aug	Sep	<b>Design phase</b>	X	X			Virtual/ Lilongwe	<b>Field phase</b>		X	X		Lilongwe, Dedza, Mchinji	<b>Reporting and dissemination phase</b>				X	Virtual/ Lilongwe
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<b>7. Management of the study</b>	<p>Under the overall guidance of Adolescent and Youth SRH specialist and Ministry of Youth and Sports, and direct supervision of the M&amp;E specialist. KOICA Tanzania office will be closely involved in the management of this review. Project stakeholder group will provide technical guidance and inputs to the selected deliverables for the quality assurance.</p>																												
<b>8. Expected travel:</b>	<p>Field visits to the selected sites in Dedza and Mchinji are advised. Travel to the field trip related costs will be covered by UNFPA.</p>																												

<p><b>9. Place where services are to be delivered:</b></p>	<p>The consultant/team is expected to work remotely, utilizing their own office space, computer, internet, telephone and other equipment, as needed, to undertake this assignment. UNFPA Malawi CO and the MoYs will provide the necessary support to the consultant(s) to undertake face to face meetings and stakeholders meetings by facilitating meeting venues.</p>						
<p><b>10. Inputs/ services to be provided by UNFPA or implementing partner (e.g., support services, office space, equipment), if applicable</b></p>	<p>UNFPA, in collaboration with the MoYs, will support the consultant/team to make the necessary contacts with relevant partners, and to that end, the MoYs and UNFPA will prepare a stakeholder mapping. UNFPA will facilitate sharing of all relevant documents related to this consultancy with the consultant/team once the assignment is awarded. UNFPA will facilitate the use of UNFPA virtual platforms for presentation of results, stakeholders' meetings as needed. In addition, the consultant/team will work closely with CSOs for the successful implementation of the consultations with young people.</p>						
<p><b>11. Required expertise, qualifications and competencies, including language requirements:</b></p>	<p>The competencies, skills and experience of the project mid-term review <b>consultant</b> should include:</p> <ul style="list-style-type: none"> <li>• Master's degree in social sciences, public health, demography or population studies, statistics, development studies or a related field.</li> <li>• 7 years of experience in conducting or managing reviews, assessments, evaluations in the field of international development and humanitarian assistance.</li> <li>• Experience in leading reviews, assessments, evaluations commissioned by United Nations organizations and/or other international/ national organizations and NGOs.</li> <li>• Previous experience in working with UNFPA (with good performance) is an asset.</li> <li>• In-depth knowledge of various review and evaluation approaches and ability to apply both qualitative and quantitative data collection methods.</li> <li>• Ability to consistently integrate human rights and gender perspectives in all phases of the review process.</li> <li>• Excellent ability to analyze and synthesize large volumes of data and information from diverse sources.</li> <li>• Excellent interpersonal and communication skills (written and spoken).</li> <li>• Work experience in/good knowledge of the region and the national development context of Malawi.</li> <li>• Fluent in written and spoken English and Chichewa.</li> </ul>						
<p><b>10. Payment schedule</b></p>	<p><b>Payments for evaluation consultancy is as follows:</b></p> <table border="1" data-bbox="459 1720 1398 1966"> <thead> <tr> <th></th> <th>%</th> <th>Deliverables</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>30</td> <td>           1) Inception report            2) Outline of a MTR report            3) Presentation slide deck of the inception report             Upon receipt of satisfactory quality assessment by UNFPA         </td> </tr> </tbody> </table>		%	Deliverables	1	30	1) Inception report 2) Outline of a MTR report 3) Presentation slide deck of the inception report  Upon receipt of satisfactory quality assessment by UNFPA
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<p><b>Application Procedure</b></p>	<p>Candidates who have the required/relevant qualifications and experience should submit their applications including a detailed Curriculum Vitae (CV) including details of 3 contactable referees, <b>P11 form</b> with a copy of qualifications to the following address: <b><i>recruitment.malawi@unfpa.org</i></b> Please specify in the email subject '<b>The Position Applied for</b> '(Action for <b>Teen Mothers and Adolescent Girls Consultancy</b>) Applications should be received on or before 12<sup>th</sup> May,2023 ,5pm CAT. You can download the P11 form at: <b><i>https://www.unfpa.org/resources/p11-un-personal-history-form</i></b></p>		

