

## **ANNEX 1**

### **Terms of Reference Az. 23\_SRGR\_2023\_CO06**

#### **Title of the Evaluation: Sexual and reproductive health and rights (SRHR) in German Development Cooperation**

Date: June 20, 2023

**Requested task: One team of consultants with expertise in evaluation of SRHR-interventions for a country case study in Togo.**

**Timeframe: October 2, 2023 until June 30, 2025**

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#### **About DEval**

The German Institute for Development Evaluation (DEval) is based in Bonn, Germany. The institute is organized as a German non-profit institution with limited liability (German Limited Liability Companies Act, GmbH). Its sole shareholder is the German Federal Government, represented by the Federal Ministry for Economic Cooperation and Development (BMZ).

The main task of DEval is the independent analysis and assessment (evaluation) of German development cooperation interventions. Additional tasks include the development of appropriate methods and standards, providing qualification measures, as well as supporting evaluation capacity building in the partner countries for German development cooperation. The institute thereby engages in various national and international forms of cooperation.

# **1 Content about the evaluation**

## **1.1 Background**

Over the course of global crises, the fight against maternal and child mortality, teenage pregnancy and gender-based violence has seen considerable regression. In many partner countries of development cooperation, the sexual and reproductive rights especially of vulnerable groups are currently severely restricted. The realisation of these rights is an important prerequisite for sexual and reproductive health.

Against this background, the strengthening of sexual and reproductive health and rights (SRHR) plays an important role in German development cooperation. SRHR is part of the area of action “Population Policy; Sexual and Reproductive Health and Rights”, which is one of three areas of actions in BMZ’s Core Area 6 “Health, social protection and population policy”. Development cooperation in this field overall aims at contributing to the expansion – globally, regionally and in partner countries – of pandemic- and crisis-resilient structures for health and social protection. In order to achieve this objective, development cooperation intends to contribute to improving access to general (basic) health services and appropriate social protection for people in the partner countries.

Within this framework, BMZ places particular importance on the realisation of the sexual and reproductive rights of girls and women. SRHR takes on a central role within BMZ’s feminist development policy. Reinforcing the sexual and reproductive health and rights of women, girls and disadvantaged groups is defined as a prerequisite for social and economic development in partner countries in general. The importance of the area is also reflected in the practical implementation of development projects. In the last few years BMZ has disbursed at least 100 million euros annually in bilateral ODA alone. Additional funds have been channelled through multilateral organisations, such as UNFPA.

As part of a strategic evaluation, DEval examines the effectiveness of BMZ’s approaches to SRHR. Object of the evaluation in a narrow sense are measures for the funding of SRHR.

## **1.2 Purpose of the evaluation**

Among other things, the evaluation pursues the objective of examining of the effectiveness of the German development cooperation in the field of SRHR. In doing so, the evaluation aims at advancing the further development of the area of action and of the corresponding projects. At the same time, it intends to contribute to accountability by transparently providing information on the effectiveness of the area of action to date.

## **1.3 Object of the evaluation**

The object of the evaluation is the area of action “Population Policy; Sexual and Reproductive Health and Rights” as well as all corresponding projects of development cooperation. The evaluation will possibly be limited in term to 2011-2022.

## 1.4 Design and methodological approach of the evaluation

The evaluation analyses the effectiveness of the German Development Cooperation (GDC) in the field of SRHR using a program theory approach. A program theory defines the intended outcomes as well as activities of one or more interventions and their mechanisms to reach said outcomes. It thus provides the theoretical framework for analysis and evaluation. In the SRHR-evaluation, we thus first identify intended effects and define assumptions about how these effects are to be reached. In a second step, we empirically “track” and verify individual steps of each result chain in case study countries.

Within these case study countries, the evaluation will analyse the relevance and effectiveness of GDC projects in the field of SRHR, their prospects for durability as well as their coherence with other SRHR projects in Togo.

Within the case study countries qualitative methods form the centre of data collection and analysis methods. This includes mainly focus group discussions and semi-structured interviews. Supplementary other methods, such as the analysis of existing data might be possible as well, depending on the specific context. The expertise of the consultant team will be paramount for the selection of specific data collection methods as well as data collection guidelines.

Interviews and discussions will include a wider set of participatory methods. This can include methods like participatory statistics or other methods from the participatory rural appraisal toolbox. The data collection tools will be developed by the DEval team and the team of consultants. The evaluation seeks to adapt its data collection tools to the specificities of the interview topics as a means to allow for data collection on sexual and reproductive behaviour and values.

We adopt a human rights-based evaluation approach, which aims to respect human rights standards and principles throughout the whole evaluation process (see for example UNEG 2014<sup>1</sup>). This approach puts rights holders’ (so called beneficiaries or target groups) voices in the centre, while duty bearers (governments, donors, enterprises, etc.) are examined in terms of their obligations to respect, protect and guarantee human rights. This approach has an effect on how case studies are conducted and which methods are used, in particular regarding the following:

- To realize a human rights-based approach to evaluation, case studies that collect data of rights holders affected by an intervention require careful preparation. In particular, this concerns identifying all potentially relevant groups via an analytic procedure (e.g. in form of a stakeholder/actors mapping etc.) and, specifically, identifying and contacting representatives of marginalized groups, that are addressed within SRHR. To this end, methods such as snowball sampling could be applied.
- During data collection, methods and approaches suitable to allow all identified groups to express their views are to be applied. Numerous participatory methods account for this means. These will be selected in collaboration with the DEval team. The team of consultants is expected to make a proposal in this regard.
- The process of case studies in a human rights-based evaluation will heavily depend on the possibility for feedback loops. Especially a feedback loop with those rights holders who contributed to the evaluation as informants is necessary and allows for reflecting, analysing and reporting the results together.

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<sup>1</sup> <https://www.unicef.org/media/54811/file>

### **1.5 Time frame of the evaluation**

The evaluation that the team of consultants will participate in has the following schedule:

- August 2023 – November 2023: inception phase
- December 2023: development of a case study design and methodology
- December 2023 – January 2024: development of data collection plan and data collection instruments with regard to the specific context, beginning of data collection, briefings
- January – March 2024: data collection in country case studies
- March – April 2024: data analysis and writing of report of country case studies by the team of consultants
- May 2024: feedback and finalization of the report; being available for potential queries of the DEval team regarding data collection or final report, participation in development of conclusions of case study-findings
- From June 2024: reporting and publication of the evaluation report by the DEval team

## 2 Object of the contract

### 2.1 Overall objective of the contract

We are looking for a team of consultants with expertise in

- (1) evaluation, mainly qualitative data collection and data analysis,
- (2) SRHR and human rights-based approaches to development.

The team of consultants should consist of a team leader as well as up to 2 team members.

The team of consultants is said to support DEval's evaluation team in planning, preparation, implementation and analysis of interventions funded by BMZ in Togo.

The team of consultants will closely collaborate with DEval's evaluation team in Bonn, Germany. The case study will be led by at least one member of DEval's evaluation team. The team of consultants and the member(s) of DEval's evaluation team will collaboratively prepare and conduct interviews and analyze the data. This comprises inter alia the collaborative development of the country case studies' data collection instruments, jointly conducting interviews in-person on site or virtually as well as collaborating in the analysis of interviews. DEval's evaluation team will most probably travel to Togo twice: For the development of the data collection strategy and for most of data collection (see tasks A and B below).

### 2.2 Specification of the requested tasks

In the context of this tender, the sought team of consultants will support the evaluation with its professional, methodological, and analytical expertise. The team of consultants shall perform the following tasks:

#### A. Preparation of the data collection:

- a) Supporting the development of a context and vulnerability analysis for the case study, which also serves as an input for one of the below mentioned workshops on the case study design (see (b)). DEval's evaluation team will provide a draft of a context and vulnerability analysis for Togo. The team of consultants will comment on the document and provide additional and context specific sources (e.g. documents) for the finalisation of the context and vulnerability analysis.
- b) Collaboratively developing the data collection strategy and interview guidelines together with DEval evaluation team. This entails:
  - The participation in a two-day in-person on site workshop of the complete consultant team in Togo together with the DEval team to collaboratively develop the data collection strategy as well as data collection instruments. The DEval team will structure and moderate this workshop. The consultant team will be asked to prepare inputs for the workshop with regard to the methodological approach as well as with regard to logistical challenges.
  - The documentation of the data collection strategy in a short summary (in English, max. 2-3 pages).

- The documentation of the data collection instruments in form of interview guidelines, guiding questions for focus group discussion or workshop concepts (in respective word documents).
- c) Conceptual preparation of the country case study. This entails:
- The identification and selection of interview partners for single interviews or focus group discussions. Besides interviews with project staff and project partners, interviews or group discussions with representatives of beneficiaries (rights holders) of development projects, especially with representatives of marginalized groups, are especially important for the case study.
  - The development of an interview plan, in close collaboration with the DEval team (in an Excel-Table following a template commonly developed in advance). This also encompasses developing a timetable as well as scheduling interviews with interview partners.

**B. Logistical preparation of and support to data collection:**

- The logistical preparation of interviews and group discussions. This entails inter alia organising and booking secure locations for data collection, where interview partners can feel safe and free to talk about sensitive topics such as sexual behaviour without fearing repercussions.
- Logistical preparation of field trips for data collection including safe transport and accommodation. This entails organising travel itineraries and safe transport for field trips.
- Act as a contact person for persons interested in the evaluation and in data collection. This entails providing a local telephone number, through which people can contact the evaluation team. This also serves as an accessible option to communicate complaints.

**C. Data collection and documentation:**

a) Conducting data collection. This entails:

- Conducting interviews and group discussions for every case study (in total approximately 30 interviews and discussions). Most interviews and discussions are conducted in person (if logistically possible) and together with the DEval evaluation team (if appropriate and logistically possible).

b) Documentation of all data collection. This entails:

- Audio recordings of every interview or focus group discussion conducted.
- English transcripts of audio recordings of interviews and focus group discussions of interviews in a local language.
- A short reflectional summary of every interview or focus group discussion (max. 0,5 page per interview/group discussion), based on a commonly developed framework.
- Documentation of additional data collection methods, depending on jointly developed methodology for case studies.

**D. Data analysis, case study report and dissemination of results:**

- a) Analysis of all interviews, group discussions and additional methods as well as documentation of analysis for every evaluation question (in an Excel-table following a template commonly developed in advance). This entails a half-day virtual workshop of at least the team leader with the DEval team to develop a common understanding of the findings and their interpretation.
- b) Preparation and implementation of interpretation workshops with representatives of rights holders. This entails the logistical preparation of these workshops and includes the identification of potentially relevant rights-holders and their representatives as well as the organisation of the meetings in a virtual format. The exact form of these workshops and their participants will build on the stakeholder analysis and be jointly decided on by the consultant team and the evaluation team.
- c) Writing a case study report, which summarizes the most central results of the cases analysed (as a word document, max. 20 pages excl. appendices). incl. draft and revision after feedback from DEval team).
- d) Participation in the dissemination of evaluation results for rights-holders in Togo. This entails the participation in two half-day virtual workshops of at least the team leader with the DEval team and potentially other actors.

**E. Communication with DEval team:**

- a) Kick-off and onboarding. This entails the participation of the complete consultant team in a half-day virtual workshop with the DEval evaluation team for onboarding and to prepare case study and documentation.
- b) Regular exchange of at least the team leader with DEval team (jour fixe), virtually on a weekly basis, incl. preparation and documentation (e.g. in form of PowerPoint presentations or short briefing notes).
- c) Preparation and implementation of briefing and debriefing meetings at the beginning and at the end of mission. This entails the logistical preparation of and the participation in briefing and de-briefing meetings with representatives of German development cooperation incl. all documentation.

**2.3 Responsibilities between contractor and customer**

DEval is responsible for managing and implementing the evaluation on “Sexual and reproductive health and rights”. This includes the management of the described tasks of the contract. DEval’s evaluation team is responsible for assuring the quality of the evaluation and for coordinating the consultant team’s work. The team of consultants complements the evaluation team for the case study and their tasks will be closely coordinated with the work of the DEval evaluation team.

The overall responsibility for this assignment lies with the team leader. The team leader ensures that the required tasks and services of the overall assignment are performed on time and in compliance with the agreed budget.

The contract shall be concluded between the team leader (contractor) and DEval (customer). The team leader is responsible for the overall successful execution of the contract and is the main point of contact for DEval. If a team member resigns the team leader must inform the DEval team and ensure a replacement. The replacement has to be approved by DEval.



### 3 Volume of work and timeframe

The duration of the services to be performed shall be from **October 2, 2023 until June 30, 2025** but not longer than the actually fixed end date of the evaluation. The working days listed in the table below refer to the contingent for the consultant team. The volume of work will consist of **up to 98 working days for the consultant team**. There is no guarantee about the volume of work and the timeframe.

	DELIVERABLES / TASKS	UP TO DAYS	TENTATIVE DATES
	<b>A. Preparation of data collection</b>		
1.	Supporting the development of a context and vulnerability analysis	4	November 2023
2.	Collaboratively developing the data collection strategy and interviews guidelines together with DEval evaluation team (incl. Preparation and documentation)	8	December 2023-January 2024
3.	Conceptual preparation of the country case study	3	December 2023-January 2024
	<b>A. Total up to</b>	<b>15</b>	
	<b>B. Logistical preparation of and support to data collection</b>		
4.	Logistical preparation of and support to data collection	5	December 2023-January 2024
	<b>B. Total up to</b>	<b>5</b>	
	<b>C. Data collection and documentation</b>		
5.	Conducting data collection incl. documentation	45	January-March 2024
	<b>C. Total up to</b>	<b>45</b>	
	<b>D. Data analysis, case study report and dissemination of results</b>		
6.	Analysis of all interviews and group discussions as well as additional methods and documentation of analysis	11	March-April 2024
7.	Preparation and implementation of interpretation workshops with representatives of rights holders	2	April-Mai 2024
8.	Writing of a case study report (incl. revision after feedback)	12	April-Mai 2024
9.	Participation in the dissemination of evaluation results for rights-holders	2	June 2025
	<b>D. Total up to</b>	<b>27</b>	
	<b>E. Communication with DEval team</b>		
10.	Kick-off and onboarding: ½ day virtual workshop with DEval team	2	November 2023
11.	Regular exchange with DEval team (jour fixe) virtually on a weekly basis, incl. preparation and documentation	3	November 2023-April 2024
12.	Preparation and implementation of briefing and debriefing meetings at the beginning and the end of the mission, incl. documentation	1	May-August 2024
	<b>E. Total up to</b>	<b>6</b>	
	<b>TOTAL OF WORKING DAYS (from 1.-12.) UP TO</b>	<b>98</b>	