

Terms of reference

UN Women Côte d'Ivoire Country Portfolio Evaluation 2021-2025

KEY INFORMATION	
Type of assignment :	Country Portfolio Evaluation
Type of Contract :	Special Service Agreement

I. Purposes and use of evaluation

This Country Portfolio Evaluation (CPE) is a systematic, independent assessment of UN Women Côte d'Ivoire's contributions to development results related to gender equality at the national level. It will fulfill accountability requirements and learning needs on what aspects of its Strategic Note 2021-2025 worked well and what should be improved. In addition, the CPE aims to identify UN Women's comparative advantage in Côte d'Ivoire and support decision-making for the office's strategy going forward.

Specifically, the CPE will be used for

1. Improved learning and decision-making to support the effectiveness of the work of the Country Office in Côte d'Ivoire.
2. Accountability on UN Women's interventions related to gender equality and women empowerment.
3. Lessons learned and good practices for future programme planning.

The main users of this country portfolio evaluation are: the staff of UN Women Côte d'Ivoire and UN Women Regional Office and the Independent Evaluation and Audit Services (IEAS). Secondary users of this evaluation are the Government of Côte d'Ivoire, Development Partners, such as UN agencies and bilateral/multilateral agencies, and civil society. The UN Resident Coordinator's Office (RCO) would also benefit from understanding the added value and contribution of UN Women to the advancement of the United Nations Sustainable Development Cooperation Framework in Côte d'Ivoire 2021-2025 (UNSDCF) and the Strategic Framework for National Development of Côte d'Ivoire 2021-2025.

II. Objectives and scope of the evaluation

The objectives of the evaluation are to:

1. Assess the efficiency, effectiveness and sustainability of UN Women's contribution towards the achievement of gender equality and women empowerment.
2. Assess the relevance and coherence of the UN Women program as part of the UN system, its added value and contribution to the UNSDCF 2021-2025 results which in turn is aligned with the National Development Plan and Agenda 2063 of the African Union.
3. Analyze how human rights and gender equality principles are integrated into the design and implementation of UN Women's work in Côte d'Ivoire

4. Document lessons learned and formulate actionable recommendations to support UN Women strategic positioning in the next Strategic Note 2026-2030.

The country portfolio evaluation will answer the key questions organized according to the OECD/DAC criteria: relevance, effectiveness, efficiency, coherence and sustainability as well as human rights, gender equality, disability and inclusion as additional criteria. During the inception phase, after consultation with the Country Office and reference groups, the evaluation team will review evaluation questions and further elaborate as necessary in the evaluation matrix.

1. Is the thematic focus and implementation strategy of UN Women Côte d'Ivoire the most relevant and coherent to advance gender equality and women empowerment ? [Relevance and Coherence]
2. How does UN Women Côte d'Ivoire leverage its coordination role and added value vis-à-vis other actors involved in (1) gender equality and women empowerment and (2) in efforts to respond to crises such as socio-political and humanitarian crises?
3. To what extent have the contributions of UN Women Côte d'Ivoire enabled the advancement of gender equality and women empowerment (effectiveness) ?
3. Has the portfolio been designed and implemented in accordance with human rights and the principle of 'no one left behind', while taking into account the perspective of disability, social and environmental safeguards and the principles of development effectiveness (ensuring national ownership and sustainability of programming efforts)? [Human rights and gender equality, sustainability, disability and inclusion]
4. Does UN Women Côte d'Ivoire have adequate governance, capacity and skills to ensure good use of resources (staff, funding and assets) to deliver results? [Organizational efficiency]
5. Does UN Women Côte d'Ivoire identify key risks and opportunities in its project management and operations in a timely manner, have effective controls in place, and proactively mitigate these risks? [Organizational Effectiveness, Efficiency, Risk and Compliance Management]?

Country Portfolio Evaluation Scope

The evaluation will assess the impact areas and activities carried out within the framework of the Strategic Note 2021-2025. The period covered this evaluation by will span from January 01, 2021 to December 31, 2024.

The evaluation will focus on the Country Office's Strategy Note, and any mention of UN Women's organizational structures and systems outside of the CO (such as regional architecture) should only be made if there is a clear implication for the design and implementation of the strategy. Joint programs and joint programming will be included in the evaluation, taking into account the specific contribution of UN Women and assessing the associated benefits and costs.

During the inception phase, the evaluators will further define the scope of the evaluation, particularly concerning stakeholders. A rapid evaluability assessment will be conducted, covering the following aspects at a minimum:

- Evaluation of the relevance, adequacy, and coherence of the theory of change.
- Evaluation of the quality of performance indicators in the DRF and OEEF, along with the accessibility and adequacy of relevant documents and secondary data.

- Review of the evaluation context's relevance.
- Familiarization with accountability and management structures for evaluation.

Sufficient time should be allocated to test the data collection tools.

III. Context for Gender Equality and Women Empowerment in Côte d'Ivoire

Côte d'Ivoire has ratified most of the principal human rights instruments at the international and regional levels (The Protocol to the African Charter on Human and Peoples' Rights on the Rights of Women in Africa; The African Charter on the Rights and Welfare of the Child; the Convention on the Rights of the Child and the Convention on the Rights of Persons with Disabilities; etc.) and international instruments that promote Gender and Women's Empowerment (GEWE), such as the Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW), and key global policy documents on gender equality such as the Beijing Declaration and Platform for Action; UN Security Council Resolutions on Women, Peace and Security (1325, 1820, 1888).

In November 2016, the Ivory Coast adopted a constitution which, among other things, enshrines the principle of gender equality and equal opportunities including in the labour market. In March 2019, the country adopted a draft law for a minimum of 30% of women in elected assemblies. With UN Women support, the country has put into place institutions to promote women empowerment including a National Observatory of Equity and Gender (ONEG) in a dynamic of setting up mechanisms to monitor the implementation of norms, laws and policies aimed at promoting the participation and leadership of women in decision-making positions in governance, peace and security processes.

During the previous period 2017-2020, Côte d'Ivoire developed activities towards attaining SDG5 and SDG10, focusing on GEWE, combating violence against women and girls, and discrimination against women. In addition, with SIDA's support, several legal instruments have been modified or developed to improve gender equality and equity including the adoption of the Law on the representation of women in elected assemblies and decision-Making bodies in October 2019 and the by-law for its application adopted on 25 November 2020.

The explicit inclusion of gender equality and the promotion of women and girls in the National Development Plan (PND) (2021-2025) represents an opportunity for UN Women programming during the period spanning this SN 2021-2025.

Despite efforts by government, civil society and development actors, the actions carried out in 2017-2020 have not led to the significant changes expected in terms of reduction of gender inequalities in the country and increased women empowerment thereby limiting the conditions for equitable and sustainable human development and the expected progress towards emergence by 2020 as initially envisioned by government.

IV. Description of the UN Women Côte d'Ivoire program

The work of UN-Women encompasses its tripartite mandate:

- Normative: It involves supporting the government and institutions in formulating policies, norms, and standards for gender equality and the advancement of women.

- Operational: This entails assisting in the implementation of international standards and establishing effective partnerships with civil society through programs.
- Coordination : UN-Women works within the UN system to promote accountability for Gender Equality and Women's Empowerment (GEWE). It also collaborates with key stakeholders, including donors and governments, to ensure greater coherence and gender mainstreaming in policies, plans, and programs.

UN Women Côte d'Ivoire's 2021-2025 Strategic Note aligns with Côte d'Ivoire's priorities as outlined in the National Development Plan 2021-2025. It is further aligned with the United Nations' Agenda 2030 and the African Union's Agenda 2063. The strategic note closely aligns with Côte d'Ivoire's United Nations Sustainable Development Cooperation Framework (UNSDCF), which represents the new generation of cooperation frameworks mandated by the United Nations development system reform. The UNSDCF aims to collectively and coherently contribute to achieving the Sustainable Development Goals (SDGs) in a peaceful, united, and resilient Côte d'Ivoire.

UN Women's vision is to support the government, civil society, and local communities in creating a Côte d'Ivoire where women, men, and young people fully enjoy their rights and play their roles in building a peaceful, economically inclusive, and reconciled country. This vision emphasizes that men and institutions must respect and be accountable for women's human rights while supporting gender equality. The Strategic Note focuses on five priority areas of intervention:

- Governance and women's political participation: Building the capacities of women to enable effective leadership at all levels of decision-making.
- Women's economic empowerment: Substantially reducing feminized poverty through entrepreneurship, agriculture, digitalization, and expanding public-private partnerships.
- Elimination of violence against women and girls: Creating an environment free of violence, particularly through an appropriate legislative framework.
- Women, Peace and Security, and Humanitarian Action: Increasing women's participation in the peace process and systematically mainstreaming gender in humanitarian action.
- Women's leadership, empowerment, access, and protection: Addressing the diverse needs of women in leadership roles and ensuring their access to opportunities and protection.

In addition to these priorities, the Strategic Note highlights the importance of cross-cutting investments, which involve supporting women's leadership and political participation, assisting government planning and budgeting processes based on women's needs and priorities, and ensuring coordination of gender equality across the public, private, and social sectors, as well as the donor community.

The Strategic Note also takes into account the Organizational Effectiveness and Efficiency Framework (OEEF), which aims to improve governance, coordination, institutionalization, capacity development, and resource mobilization/management.

In terms of coordination through different thematic groups, UN Women has contributed to high-level evidence-based advocacy through the following public awareness activities: a joint UN booklet on gender and the implementation of the National Development Plan (2021-2025) and the SDGs in Côte d'Ivoire followed with presentations to the United Nations Country Team (UNCT) and the Executive Cooperation Group (EGC) on the situation of gender and socio-economic inequities in the SDGs in Côte d'Ivoire. UN Women has also built the

capacity of donors and other stakeholders to analyze gender gaps, incorporate gender-sensitive indicators into monitoring systems, sharper gender expertise through advocacy, consultation meetings, data disaggregated by sex and gender. :

V. Methodology for the evaluation

The evaluation will use a mixed approach and will conduct primary data collection using both qualitative and quantitative data and analysis. Explicitly, the evaluation will be conducted in accordance with the evaluation guidelines and standards of the United Nations Evaluation Group (UNEG), in particular those which mandate the integration of a human rights perspective and gender equality in the evaluation approach and process.

The evaluation team is expected to reconstruct, validate and identify the strengths and shortcomings of the Program's change theory and its results framework. The team should also identify challenges and gaps in Program implementation for future programmatic improvement.

The evaluation products provided by the evaluators will be reviewed and validated by the IEAS peer review mechanism and oversight from IEAS management

The evaluation should be participatory and inclusive. The evaluation will define in the initial phase how the process will ensure stakeholder participation at all stages, with a particular focus on rights holders and their representatives.

The evaluation will take steps to ensure the quality of data, the reliability and validity of data collection tools and methods, and their sensitivity to gender equality and human rights ; and data should be checked against other sources (triangulated) to ascertain findings.

In this effort, a wide range of data sources should be used, including documents, field information, institutional information systems, financial records, beneficiaries, staff, donors, experts, government officials, community groups, etc.

The methodology will take into account the security environment and comply with the United Nations principle of “Do no harm”.

Purposive sampling will be representative of the main implementing partners. The evaluation team will specify how it will account for the diversity of stakeholders and take steps to ensure the reliability of data collection tools and methods, and their sensitivity to gender equality and human rights.

VI. Stakeholder participation and evaluation governance

All UN Women evaluation processes establish mechanisms to ensure high quality evaluation processes and products, as outlined in the UN Women Evaluation Policy and the Manual (in English) . The Evaluation Report will follow the standard outline as set out in the Guide to Country Portfolio Evaluations at UN Women while also complying with the [UN Writing Manual](#) . The Evaluation Report Quality Assurance Criterion (GERAAS) will be used to ensure quality (See Annex 1). All products are subject to quality assurance review by the peer reviewer, GRE and evaluation management group.

The Country Portfolio Evaluation will consist of the following structures (as shown in the figure below):

1. **Oversight:** The Director of the Independent Evaluation and Audit Services (IEAS) oversees all evaluation activities. The Chief of the Independent Evaluation Service (IES) is responsible for the evaluation of related

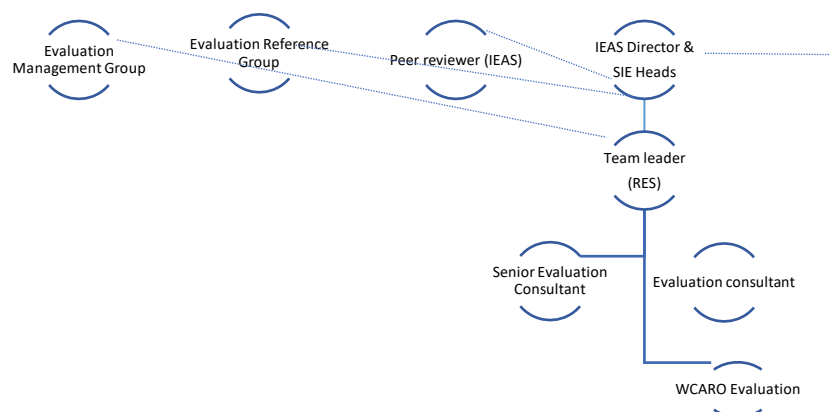
activities. Both will examine key evaluation outputs. Evaluation products, including inception and final reports are cleared by IEAS.

2. **Evaluation Team Leader:** The Regional Evaluation Specialist ensures, on behalf of IES, the quality of work of the evaluation team during the start-up phase, data collection, analysis and report drafting. He handles day-to-day coordination and management, and directs the methodological approach, data collection, analysis and writing.
3. **Evaluators :** Members of the evaluation team will include a senior evaluation consultant responsible for the main analytical tasks, systematization of information and contribution to the analysis and preparation of reports and presentations. A Country Evaluator will provide key contextual and policy analysis, support in-country data collection and take part in data analysis and writing.
4. **The evaluation management group (EMG)** for accountability and administrative support: Country representative and/or deputy representative, heads the various UN Women units designated country portfolio evaluation focal points and co-team leaders. They oversee the management of the evaluation and take key decisions to ensure the quality of the various evaluation results. The EMG provides overall guidance and advice on conducting the evaluation. The Resident Representative of UN Women (Côte d'Ivoire) will chair the management group and, for quality assurance, the EMG will receive technical advice from the Independent Evaluation Services (IES). The Management Group is also composed of the Monitoring and Evaluation Analyst of the UN Women regional office, the Monitoring and Evaluation Manager (evaluation manager), the Monitoring and Evaluation Officer and the Heads of the various UN Women program units: i) Governance, ii) Fight against GBV, iii) Economic empowerment, iv) Women Peace and Security, v) LEAP.
5. **The Evaluation Reference Group** is an integral part of the evaluation management structure and is established to facilitate the inclusion of stakeholders in the design and scoping of the evaluation, input on the different information needs, the quality of the work throughout the process and the dissemination of the results of the evaluation. Members can be UN Women programme, national government partners, civil society representatives, development partners/donors, Country Team representatives. The reference group will be asked to engage and provide advisory inputs at key stages of the evaluation process.
6. **Peer review** for methodological advice and feedback: one or two IES staff members will be involved as peer reviewers of the country portfolio evaluation.

UN Women (Côte d'Ivoire) will support the organization of the various meetings planned during the evaluation process (facilitation for data collection, validation, dissemination, etc.). Aspects of the evaluation such as office space, administrative and secretarial support, telecommunications, photocopies of documentation, travel, etc. as well as the design and dissemination of data collection tools will be the responsibility of the team.

Within six weeks of the completion of the evaluation, UN Women-Côte d'Ivoire is responsible for preparing a management response that addresses the findings and recommendations to ensure learning and inform implementation.

VII. Country Portfolio Evaluation Governance Structure



Preparation, review and approval mechanisms of evaluation products	
Evaluation team led by the Regional Evaluation Specialist	<ol style="list-style-type: none"> 1. The evaluation team members must be independent, which implies that team members should have no direct conflict of interest and should have full freedom to express their opinion and work impartially while conducting their evaluation. They must not have been directly responsible for the design or overall management of the object of evaluation, nor expect to be in the near future. 2. The evaluation team prepares all evaluation reports, which should reflect an approach and design mutually agreed during the inception phase. 3. The evaluation team improves evaluation products according to received feedback and maintains an audit trail of feedback for transparency on changes made. 4. The evaluation team adheres to UNEG ethical principles and ensures that a gender equality and human rights perspective is considered throughout the evaluation.
IES peer reviewers	<ol style="list-style-type: none"> 1. Provide substantive comments on the conceptual and methodological approach and other aspects of the evaluation design 2. Conduct a preliminary quality assessment of all products and provide feedback for action by the evaluation team
IEAS management	<ol style="list-style-type: none"> 3. Quality assurance of key evaluations products and issuance of the final evaluation report
Evaluation Task Manager (Country Office Evaluation Focal Point)	<ol style="list-style-type: none"> 1. In preparation for the evaluation, collect and organize the body of program design and reporting documents and financial records of the country office between 2021 and 2024; 2. Prepares a contact list of all implementing partners and stakeholders as potential participants to evaluation interviews 3. Consults with partners regarding the evaluation and proposed timeline for data collection to maximize stakeholder participation and ensure a gender-sensitive evaluation

Preparation, review and approval mechanisms of evaluation products	
	<ol style="list-style-type: none"> Organizes a debriefing session shortly before the end of data collection to present preliminary findings or information gaps to the evaluation management group Ensures that stakeholders identified as part of the stakeholder analysis are included, especially the most vulnerable or hard to reach, and provide logistical support as needed by contacting stakeholders and arranging transport. Manages logistics for the field mission Initiates evaluation team payments in a timely manner
Members of the Management and Reference groups	<ol style="list-style-type: none"> Provide substantive feedback to evaluation products. As appropriate, participate in meetings and workshops with partners and stakeholders prior to the finalization of reports.
CO Management	<ol style="list-style-type: none"> Preparation of Management Response

VIII. Deliverables

Initial design report (deliverable 1)

The evaluation team will propose a methodology with an evaluation matrix and data collection instruments and an evaluation plan as part of the inception design report. The latter will specify the part that belongs to the documentary review, observation, interviews and group discussions, without forgetting the participation of the stakeholders concerned. A work plan and implementation schedule will also be included in the report. The inception report, taking into account collection tools, including remote collection tools for some localities, given the security crisis will be reviewed by the management group and the evaluation reference group. Each group has seven working days to formulate and transmit these comments, which must be taken into account by the evaluation team in a satisfactory manner before the validation of the document by the management group.

Presentation of the preliminary results and the pre-report (Milestone)

The evaluation team will facilitate a PowerPoint presentation session of the preliminary results, following the preliminary data collection and analysis phase. Thus, the findings and general trends will be the subject of examination and discussion with the members of the reference group and those of the management group. This session allows at this stage to gain information, comments and orientations before deepening and finalizing the data analysis and starting the drafting of the evaluation report.

report (deliverable 2)

The first version of the evaluation report includes findings, conclusions and recommendations listed logically and by order of priority. It outlines the methodology, data collection and analysis processes, in line with UN Women's GERAAS parameters. This report will be submitted for examination and comments to the evaluation management group and the reference group, which have 7 working days to respond. These comments should be satisfactorily taken into account by the evaluation team before submitting the report to IES.

Final evaluation report (deliverable 3)

The final evaluation report will be considered as such once it has been ascertained that it takes into account all the comments received from the management group and the reference group. It will be cleared by IEAS on the basis of its alignment with the GERAAS parameters and inclusion of feedback.

IX. Composition, skills and experience of the evaluation team

The evaluation team described below is described below and consists of two evaluation consultants, including a senior consultant. The team operates under the leadership of the Regional Evaluation Specialist.

Qualifications of the First Consultant:

The Senior Consultant must have the required skills and sufficient experience to conduct a Program evaluation. Specifically he or she must:

- Hold a Master's degree in social sciences, sociology, economics, demography, management or other related disciplines (Bac+5 level minimum);
- Justify a proven experience of at least 10 years in evaluation and research, including at least 3 in carrying out country portfolio evaluation.
- Have experience in conflict/post-conflict contexts;
- Be comfortable with the concepts and methods of planning policies, programs and development projects according to the Results-Based Management approach;
- Have experience in gender analysis and human rights-based approach;
- Have an in-depth knowledge of quantitative and qualitative analysis methods;
- Have a good capacity for analysis, writing and synthesis;
- Experience of working with the United Nations System, a good knowledge of the rules and procedures in particular of the mandate of UN Women and its programming frameworks are an asset;
- Have an excellent command of French and at least good reading and understanding skills in English;
- Have a good command of computer tools, especially for data processing.

Qualifications of the Second Consultant:

To qualify for the role of providing effective assistance to the Team Leader, the Evaluation Consultant must:

- Hold a master's degree in human sciences, economics, management, or other related disciplines (minimum Bac+4 level);
- Justify an experience of at least 5 years in the development, planning, monitoring and evaluation of development projects / programs;
- Have a good knowledge of gender conventions, concepts and issues, be able to appreciate gender mainstreaming and familiar with its main tools;
- Have a good command of methods for collecting and processing quantitative and qualitative data;
- Have a good capacity for analysis, writing and synthesis;
- Be familiar with the concepts and operationalization of project / program planning and management according to the "Results-based management" approach;
- Have a good knowledge of the socio-political environment of Côte d'Ivoire;
- Have experience of working with institutions, development partners and Côte d'Ivoirean civil society organizations, in particular those working in the field of gender promotion in Côte d'Ivoire;
- Experience with the UN system, good knowledge of UN Women mandate and programmatic frameworks and UN rules and procedures would be an asset;

- Have an excellent command of French and an acceptable level in English;
- Have a good command of computer tools for data processing.

X. Timeline and milestones

The Country Portfolio Evaluation will take place from September 2024 to March 2025. An inception report will be prepared in November 2024. A Theory of Change (TOC) workshop and an initial presentation will take place during the month of October 2025 prior to data collection which should end in February 2025 with a preliminary findings presentation.

The data analysis will follow and a draft evaluation report will be ready by the end of March 2025.

All payment will take place after approval of the deliverables by the management group, which will assess their quality in accordance with the GERAAS parameters: <http://www.unwomen.org/en/about-us/evaluation/decentralized-evaluations>

The payment installments are planned as follows:

- 25%: after validation of the initial design report
- 25%: after validation of the provisional evaluation report
- 50%: after validation of the final evaluation report

XI. Submission procedures

The consultants will be selected on the basis of Desk review after publication of a call for applications. Candidates will be evaluated on the basis of experience and record of quality performance.

For the candidates recruited, UN Women will apply the consultant's daily fee schedule established according to the levels of classification, qualification and experience while also taking into account the consultants' previous similar contracts.

NB Applications from women are strongly encouraged. Only successful applicants will be notified.

Interested candidates are encouraged to submit a CV and the P11 form (download from <https://www.unwomen.org/en/about-us/employment>)

XII. Code of ethical conduct

UN Women has developed a [UN Women Consultant Evaluation Agreement Form](#) for evaluators to sign as part of the procurement process, which is based on the [UNEG Ethical Guidelines](#). These documents will be annexed to the contracts. All data collected by team members should be submitted to the Evaluation Manager in Word, PowerPoint or Excel formats and is the property of UN Women. Proper data storage is essential to ensure privacy.

XIII. ANNEXES

Annex 1 “UN Women GERAAS evaluation quality assessment checklist”

https://gate.unwomen.org/resources/docs/SiteDocuments/GERAAS%20Guidance%20Note_Aug%202019%20final.pdf

Annex 2 UN Women Consultant Evaluation Agreement Form

- [UN Women Consultant Evaluation Agreement Form](#)
- [UNEG Ethical Principles and Code of Conduct](#)

Annex 3 Evaluation Standards and Rules (UNEG)

- <http://www.unevaluation.org/document/download/2787>

Annex 4 UN Women Evaluation Manual

- <https://genderevaluation.unwomen.org/-/media/files/un%20women/gender%20evaluation/handbook/evaluationhandbook-fr-web.pdf?la=en&vs=2038>
- <https://genderevaluation.unwomen.org/en/evaluation-handbook/country-portfolio-evaluation-guidance>

Annex 5 Gender Equality and Human Rights Data Resources

- The Office of the United Nations High Commissioner for Human Rights (OHCHR) – Universal Human Rights Index: <https://uhri.ohchr.org/fr/>
- UN Statistics – Gender Statistics: <http://genderstats.org/>
- UNDP Human Development Report – Gender Inequality Index: <http://hdr.undp.org/en/content/gender-inequality-index-gii>
- The World Bank – Data and Statistics on Gender Equality: <http://datatopics.worldbank.org/gender/>
- Organization for Economic Co-operation and Development's Social Institutions and Gender Equality Index <http://genderindex.org/>
- The World Economic Forum – Global Gender Gap Report: <http://www.weforum.org/issues/global-gender-gap> c
- A list of UN reports, databases and records related to gender equality and women human rights can be found here:
[http://www.un.org/womenwatch/directory/statistics_and_indicators_60 .html](http://www.un.org/womenwatch/directory/statistics_and_indicators_60.html)