

Terms of Reference

Evaluation of the UNESCO Prize for Girls' and Women's Education

The UNESCO Section of Education for Inclusion and Gender Equality (ED/ESC/IGE) is seeking a contractor for the work assignment "External Evaluation of the UNESCO Prize for Girls' and Women's Education (2016-2020)" to be carried out from February to April 2019.

I. Background

[The UNESCO Prize for Girls' and Women's Education](#) honours outstanding and innovative contributions made by individuals, institutions and organizations to advance girls' and women's education. It is the first UNESCO Prize of this nature and is unique in showcasing successful projects that improve and promote the educational prospects of girls and women and in turn, the quality of their lives.

Funded by the Government of the People's Republic of China, the Prize is conferred annually to two laureates and consists of an award of USD 50,000 each to help further their work in the area of girls' and women's education. The Director-General of UNESCO awarded the Prize for the first time in 2016.

Established by UNESCO's Executive Board in 2015, the Prize directly contributes to the attainment of the 2030 Sustainable Development agenda, particularly SDG goals 4 on education and 5 on gender equality. It also supports UNESCO's global priorities included in the [Medium-term Strategy 2014-2021](#) and the [Gender Equality Action Plan 2014-2021](#), the new [UNESCO Strategy for Gender Equality in and through Education 2019- 2025](#) and the [Her Education our Future Initiative](#).

II. Rationale of the proposed external evaluation

The Prize was established in 2015 for an initial period of five years (2016 - 2020). The Prize Statutes (See [Annex 1 of Document 197 EX/47](#)) stipulate that an external evaluation of the Prize's activities must be undertaken and presented to the donor six months prior to the agreed end of the term.

As such, a comprehensive external evaluation of the Prize is required in early 2020 for presentation by the UNESCO Director-General to the 210th session of the Executive Board (October 2020).

It is in this context that these terms of reference (TORs) are proposed to conduct the evaluation of the UNESCO Prize for Girls' and Women's Education.

III. Purpose and Use of the Evaluation

The main objectives of this evaluation are to:

- Assess the Prize's results to determine the extent to which its objectives have been achieved, including identification of pathways to impact;
- Assess the efficiency in the use of the Prize's resources by assessing the scope and quality of the outputs delivered, the beneficiaries reached, contributions to intended outcomes as well as the management of the programme;
- Inform the decision for renewal of the UNESCO Prize for Girls' and Women's Education (the Prize) with UNESCO rules and regulations.

- Generate evidence-based recommendations in order to enhance the relevance and effectiveness of the Prize as it enters a second cycle.

The main users of the evaluation will be UNESCO and the donor. The members of UNESCO's Executive Board and the Prize's Jury members are considered as secondary users.

IV. Scope of the evaluation

The evaluation must draw on the Organization for Economic Cooperation and Development's (OECD) [Development Assistance Committee's \(DAC\) Network on Development Evaluation criteria](#) and corresponding definitions while responding to the following assessment criteria for feasibility studies and renewal studies of UNESCO prizes as outlined [in 196 EX/12](#) Part I (Renewal of Prizes).

These criteria are:

- **RELEVANCE and EFFECTIVENESS** of the Prize (e.g. alignment with UNESCO' mandate and values, the Sustainable Development Goals as well as with donor's activities; added value of the prize; impact on Laureates/other effects). This section should pay particular attention to the criteria of **COHERENCE** of the Prize (as defined by OECD DAC) with the Education Sector's broader programme of work and, in particular, the [Gender Equality Action Plan 2014-2021 \(GEAP II\)](#), [UNESCO Strategy for Gender Equality in and through Education 2019 – 2025](#) and the [Her Education, Our Future initiative](#) that were launched in July 2019;
- **PRESTIGE and visibility of the Prize** (e.g. nomination and selection process, composition of Jury, communication strategy);
- **INTEGRITY of the Prize** (e.g. financial integrity of the donor, reputational risk management, independence of the Jury, statutes in line with UNESCO rules and regulations);
- **MANAGEMENT of the Prize** (e.g. management of the Prize Secretariat, collaboration between donor and UNESCO, managing the UNESCO brand);
- **FINANCIAL CONSIDERATIONS** (e.g. cash value of the prize, overhead requirements, earmarked communication and operations budget). This section of the report specifically address the additional criteria of **SUSTAINABILITY** (as defined by the OECD DAC) of the current funding model when considered against the stated objectives of the Prize Secretariat as it moves into a second cycle.

V. Methodology and data collection methods

The evaluation will include a combination of different evaluation approaches and methods to cover the five areas mentioned in Part IV above. The assessment framework for renewal studies ([196 EX/12 Part I, Annex](#)) specifies the criteria to be covered under each of the five dimensions as well as examples of methods and sources of verification. It is expected that the evaluation design will use both quantitative and qualitative data collection methods. For example, the evaluation will combine the following methods to collect data from primary and secondary sources:

- In-depth **desk review** of relevant document analysis documents and online resources generated in the framework of this project or relevant for its assessment (e.g. UNESCO's documents regarding its policies, programmes and activities; documents related to the Prize and its International Jury, including the annual implementation and financial reports; communication-related documents and documents related to the Donor.
- Short online **surveys** for all laureates and, where appropriate and feasible, representatives of their countries related to the effects of the Prize for the Laureates' work and country/region;
- Structured telephone/online and on-site **interviews** with relevant stakeholders (such as UNESCO staff in the Education Sector and the Prize Secretariat, the Donor, Laureates, Member State representatives and Jury members). While all criteria should be covered in these interviews, there should be a

particular focus on questions related to the criteria of relevance, effectiveness and coherence as well as prestige and visibility of the Prize.

- Analysis of the process and **financial management and outlook** of the UNESCO Prize for Girls' and Women's Education.

The contractor is expected to further develop the methodology and propose a customized assessment framework, in accordance with [196 EX/12 Part I \(Annex 1\)](#), to guide the evaluation exercise.

The evaluation has to be carried out remotely and does not comprise field work but might require travel to UNESCO Headquarters in Paris for 2-4 working days (tbc).

The evaluation shall be conducted with consideration for gender equality, human rights and culturally-sensitive approaches for evaluation and in line with the United Nations Evaluation Group (UNEG) Norms and Standards for Evaluation ([UNEG Guidelines for Integrating Human Rights and Gender Equality in Evaluations](#) and [UNEG Ethical Guidelines for Evaluation](#)).

VI. Roles and responsibilities

The evaluation will be managed and coordinated by the UNESCO Section of Education for Inclusion and Gender Equality (ED/ESC/IGE).

ED/ESC/IGE will provide the evaluator with relevant available information and documentation (e.g. information and a list of all Laureates, implementation and financial reports as well as other documents related to the Prize, such as the Strategy, Statutes and the Executive Board documents) as well as facilitate and support the connections necessary with relevant stakeholders for interviews and/or surveys. The contractor will be responsible for all logistics including space for work, telecommunications and printing of documents. ED/ESC/IGE, which may invite peer reviewers, will be responsible for quality control.

The contractor is in charge of the following activities:

- Developing an inception report, including a customized assessment framework;
- Conducting the data collection, interviews and analysis;
- Preparing a draft evaluation report;
- Finalizing the evaluation report based on comments from the Prize Secretariat.

VII. Expected deliverables and schedule

The evaluation assignment is estimated to require approximately 20 professional working days, within a duration of approximately eight weeks from late-February to late-April, including one potential visit to Paris Headquarters for an estimated two days. The deliverables are as follows:

1. Inception report (3-4 pages, excluding annexes) – by 12 March

- Background, objectives and key evaluation questions
- Methodology including an evaluation matrix (customized framework of how the evaluation exercise intends to cover the five dimensions that define the scope of the evaluation)

2. Draft evaluation report (15-20 pages, excluding annexes) – by 15 April

- Executive summary (2 pages)
- Background and description of the UNESCO Prize for Girls' and Women's Education
- Objective and scope of the evaluation
- Evaluation methodology and methods of data collection and analysis

- Key findings in the five areas identified by the evaluation framework
- Conclusions and lessons learnt
- Recommendations
- Annexes (e.g. list of Laureates, information about the donor, list of stakeholders consulted, key documents reviewed, interview protocols, survey results, financial analysis, etc.)

3. Final evaluation report – by 25 April

4. Summary of the evaluation as Annex to the draft Executive Board decision – by 30 April

The report shall be prepared in English in a template that is consistent with the Education Sector's branding, to be provided by UNESCO. The [UNESCO Style Manual](#) shall be applied with regards to grammar, spelling, punctuation, abbreviations, referencing and country names. Particular attention should be given to the following:

- Consistency of style, terminology, abbreviations and presentation;
- Coherence of the table of contents, list of tables with heading and sub-headings;
- Document structure and hierarchy (headings, numbers);
- Consistency of bibliography with references in the text;
- List of acronyms.

VIII. Profile and qualifications required

The evaluation should be conducted by one or a team of two evaluators with senior experience in evaluation, including of education programmes.

The evaluators (s) should possess the following **mandatory** qualifications and experience:

Education

- Advanced university degree (at least Masters or equivalent) in education, gender studies, public policy, social sciences or related field.

Work Experience

- At least 7 years professional experience in designing and conducting project and programme evaluations, using both qualitative and quantitative evaluation methods, preferably at international level;
- Demonstrated knowledge and expertise in the fields of gender equality and/or gender responsive evaluation methodology and education;
- Knowledge of the UN system and other international organizations;
- No previous involvement in the design or implementation of the activities under review.

Skills/competences

- Good skills to work in a team and ability to work in an international, multi-cultural environment;
- Proven skills for both qualitative and quantitative research;
- Excellent communication and writing skills in English;
- Excellent analytical skills and skills in producing succinct, clear materials;
- Advanced level of IT skills, in particular in the use of database and survey analysis.

Moreover, it is **desirable** that one or several of the external consultants possess the following qualifications and characteristics:

- Familiarity with UN programming and programme implementation;
- Experience with assignments for the UN;
- Familiarity with UNESCO Prizes;
- Working knowledge of French and/or Spanish;
- Understanding and application of UN mandates in Human Rights and Gender Equality.

Call for written proposals

Interested candidates should send a written proposal with the following elements:

- 1) Technical Proposal consisting of:
 - up-to-date curriculum vitae;
 - a proposed evaluation approach and methodology (1-2 pages), including a draft workplan;
- 2) Financial proposal, to be quoted in either US dollars or Euros – please state any costs for travel to UNESCO Headquarters separately;
- 3) Copies or weblinks of two recently completed evaluation reports, including at least one with a gender equality component.

UNESCO places great emphasis on ensuring that the objectives of the work assignment, as described in the TOR, are met. Accordingly, in evaluating the proposals for the assignment, attention will focus first and foremost on the technical elements. From those proposals deemed suitable in terms of the criteria in the TOR, UNESCO shall select the proposal that offers the Organization best value for money.

Your proposal and any questions should be submitted by e-mail to GWPrize@unesco.org no later than **10 February 2020, 17:00pm** (Central Europe Time). E-mail proposals should not exceed 5MB. It is the individual's responsibility to ensure that his/her proposal is received by the deadline.