

TERMS OF REFERENCE FOR CONSULTANT (NATIONAL) FOR MID TERM ASSESSMENT IMPACT IN 3 DISTRICTS BASED ON KNOWLEDGE

TERMS OF REFERENCE	
Hiring Office	RENEW (Respect, Educate, Nurture and Empower Women)
Purpose of consultancy:	<p>RENEW had conducted 2 day training workshop on Teenage pregnancy prevention in 3 districts (Punakha, Mongar and Thimphu) with Micro Finance members and Non- Formal Education Instructors. The three districts were selected based on high incidences of adolescent pregnancy compared to other districts in the preceding year with an objective to implement evidence based programs to reduce early and unplanned pregnancy and to empower adolescents with knowledge and practices to make informed and healthy choices. The total of 72 participants (46 MFI members & 26 NFEI) were trained and reached.</p> <p>The training workshop under the output 2.1: Education and care for unreached children and adolescents has improved. The indicator of the output: number of communities with high levels of adolescent pregnancy, implementing evidence based programmes to reduce early and unplanned pregnancies and empower adolescents.</p> <p>After the training workshop, the identified participants as champions and ambassadors further rolled out the training in the communities. A total of 1483 community members were reached by the identified champions.</p> <ul style="list-style-type: none"> -555 community members (NFE learners, villagers and students) were reached in Punakha by the champions -771 community members (monks, nuns, Gomchen, Housewives, and students) were reached in Mongar by the champions -157 community members (Non-formal education learners) in Thimphu were reached by the champions. <p>RENEW is planning to conduct the similar training workshop in another two dzongkhags. Prior to the upcoming training workshop RENEW intends to carry out an assessment of the impact of the training in 3 districts where the training has been conducted to guide effective program interventions to tackle teenage pregnancy.</p>

	<p>The purpose of the impact assessment is to assess knowledge and attitude around teenage pregnancy of the targeted people living in three districts where the program is being implemented. In addition, using the Focus Group Discussion and other methods, the aim is to assess the beneficiaries experience and their perception on the program’s effectiveness, document success, challenges and lesson learned and develop recommendation for future.</p> <p>The assessment should focus on key indicators required to measure the goals, outcomes and impact of the training workshop; what are the actual and expected changes occurred in the communities and targeted group (including positive, negative, direct and indirect) in terms of knowledge and attitude and also use of knowledge into practice wherever possible. The indicators and questionnaires should be derived from the training tools that were used to deliver the training program. The training tools will be shared with the consultant.</p> <p>The consultancy work therefore will include conducting impact assessment in 3 districts (Mongar, Punakha and Thimphu). The consultant will have to work closely with the project coordinator to ensure successful impact assessment and produce concrete report on the impact of the project and its achievement.</p>
<p>Scope of Work: (Description of services, activities, or outputs):</p>	<p>Key task and Responsibilities</p> <ul style="list-style-type: none"> • Submit Inception plan • Develop, design and initiate survey questionnaire & dialogue with trainees, volunteers, stakeholders and other relevant officials linked with the project activity • Conduct key informant interviews (face to face) and focus group discussions with key stakeholders and the beneficiaries • Data analysis to be conducted after the data collection • Finalized impact report in printable format with info graphs. • All plans, reports etc shall be finalized by RENEW core committee. The activity may also require consultant make presentations to the committee for the final approval. • Propose recommendations and technical backstopping as and when required. • Prepare overall project activity assessment report which includes an analysis of survey questionnaire • Make presentation on findings to the RENEW core committee and relevant stakeholders.

Duration and working schedule:	3 month
Place where services are to be delivered:	RENEW Organization, Lower Mothithang, Thimphu
Monitoring and progress control, including reporting requirements.	<ul style="list-style-type: none"> • Willing to travel to the project sites in districts (3 districts) • Conduct consultation meeting with RENEW core committee • Follow-up with key stakeholders and beneficiaries. • Overall project activity impact assessment report
Supervisory arrangements:	<ul style="list-style-type: none"> • The Director, Program and Service Department. RENEW shall be the overall project supervisor • Project focal shall be direct contact point for the consultant. • RENEW core committee shall provide technical guidance as and when required.
Expected travel:	3 districts (Thimphu, Punakha and Mongar)
Required expertise, qualifications and competencies, including language requirements:	<p style="text-align: center;">Technical skills and knowledge</p> <ul style="list-style-type: none"> • Minimum Bachelor’s degree in preferable areas such as Social Science, Project management, Development Studies and M &E. • Advanced experience in programme management cycle and monitoring and evaluation. • Advanced experience in conducting social science research and analyzing data • Excellent written and communication skills. • Experience in Gender, Gender based violence (GBV), Sexual and Reproductive Health & Rights (SRHR) -Women and Adolescent Health shall be an added value.
Inputs/services to be provided by RENEW or implementing partner (e.g support services, office apace, equipment), if applicable:	<p style="text-align: center;">RENEW will</p> <ul style="list-style-type: none"> • Provide working space for the consultant at RENEW if required. • Provide support with necessary information and documents if required. • Supervise the consultant and facilitate him/her to access to any required resources or references. • Provide timely inputs and comments on all intermediate and final products to the consultants • Facilitate paper work for approval. • Payment as per the terms and condition in the contract. • Provide assistance as required

Payment Mode	<p>Payment shall be released to the consultant upon satisfactory work performance as recommended by RENEW program Unit in the following installment</p> <ul style="list-style-type: none"> • 30% as advance and mobilization fund when inception report is submitted • 30% when the final draft is submitted • 40% when the final report is submitted. • RENEW may withhold the payment if the consultancy deliverables are not satisfactory
Security Deposit	<ul style="list-style-type: none"> • Security deposit of 10% of quoted amount. • Security deposit shall be payable upon receipt of final impact assessment report
Other relevant information or special conditions, if any:	The consultant shall initiate working by
Termination of consultancy	RENEW may terminate the consultancy if work is unsatisfactory. In such cases a prior notice of one month shall be given.
Signature of the requesting officer in the hiring office: Date: 16th November 2018	<p style="text-align: center;">Meenakshi Rai, Program & Service Director, Program Unit. tseyansosn@gmail.com 02332159/334751 (O) 17666955 (M)</p>