



Government of the Netherlands



September 19, 2019

## Terms of Reference for the evaluation of Iпас’s Global Program to Improve Women’s Sexual and Reproductive Health and Rights through Expanded Access to Comprehensive Abortion Care and Prevention of Unwanted Pregnancy

*Please submit proposals by October 25, 2019 in pdf format to [lutz@ipas.org](mailto:lutz@ipas.org)*

### 1. Background

Founded in 1973, Iпас is an international nongovernmental organization that works around the world to increase women’s ability to exercise their sexual and reproductive rights, especially the right to safe abortion. Iпас seeks to eliminate unsafe abortion and the resulting deaths and injuries and to expand women’s access to comprehensive abortion care, including contraception and related reproductive health information and care. Iпас also strives to foster a legal, policy, and social environment supportive of women’s rights to make their own sexual and reproductive health decisions freely and safely.

The main elements of Iпас’s organizational strategic plan for fiscal years 2018-23 are:

- Goal:** A world where every woman and girl has the right and ability to determine her own sexuality and reproductive health
- Purpose:** Women and girls have improved sexual and reproductive health and rights through enhanced access and use of safe abortion and contraceptive care.
- Output 1:** Enabling environment supports women and girls’ access to high quality abortion and contraceptive care.
- Output 2:** High quality abortion and contraceptive care are available, accessible, and acceptable to women and girls.
- Output 3:** Women and girls have the social support, knowledge, and self-efficacy to access safe abortion and contraception.
- Output 4:** Iпас is a bold and effective organization.
- Output 5:** Iпас is a valued partner, globally and locally.

Iпас is headquartered in Chapel Hill, North Carolina, USA, and has country or regional offices in Africa,

Asia, and Latin America. Ipas also supports partners and programmatic activities in numerous other countries and at the regional and global level.

Ipas has received core funding from the Swedish International Development Cooperation Agency (Sida), the Netherlands Ministry of Foreign Affairs (NMOFA), and the Norwegian Agency for Development Cooperation (NORAD). These awards all require an evaluation of the grantee. The evaluation proposed in this document is intended to serve the requirements for all these grant awards.

## 2. Evaluation Purpose and Objective

The main purpose of the evaluation is:

To understand how Ipas is performing against the current strategic plan. In addition, the evaluation is intended as a learning opportunity for Ipas, Sida, NMOFA, and Norad. It is expected to yield concrete recommendations for improvement for Ipas. Ipas values independence in evaluation efforts. In research involving the stigmatized and politicized topic of abortion, exposing the identity of individuals can result in harassment and violence. It is critical that evaluators are aware of and sensitive to minimizing risks including informed consent processes and potential participant identification. This evaluation is expected to inform improvements to organizational functioning and strategic plan achievement; therefore, Ipas seeks an evaluator that can work as a learning partner to make sure the approach and findings are relevant and are applied within the organization.

The results of the evaluation will be used by several stakeholders:

By Ipas, to strengthen and improve its approaches, programs and activities, both for the duration of its current strategic plan and in formulating its plan for a subsequent strategic plan;

By Sida, NMOFA, and Norad, to inform grant-making strategies in global sexual and reproductive health and rights.

## 3. Scope

The evaluation will assess the relevance, effectiveness, measurement framework, and partnership approaches, of Ipas's global, regional, and country-level strategies and activities, across all five Outputs of Ipas's strategic plan.

- The time period examined will be Ipas's FY18 (July 1, 2017 - June 30, 2018) through FY19 (July 1, 2018 – June 30, 2019), with results from FY17 serving as a baseline for impact during implementation of Ipas's current strategic plan.
- Geographic scope: Data review and research visits to one Ipas Country Program in each region (Africa; Asia; Latin America), and the Ipas headquarters. Programs will represent a range of legal environments, program size, and maturity will be examined as case studies. Ipas and the evaluation team will jointly develop selection criteria to select countries to be visited during the inception phase.

- The overall objective will be to understand how Ipas is performing against the current strategic plan.

**Specific objectives under this overall objective include:**

- Relevance: To what extent are the purpose, and outputs of the strategic plan still valid for intended beneficiaries? Are the activities consistent with achievement of sub-outputs and outputs? Are the outputs consistent with achievement of the intended purpose and goal? Has Ipas adequately implemented and documented efforts to reach vulnerable and marginalized communities?
- Effectiveness: To what extent are the objectives of the strategic plan being achieved? What are the major factors influencing the achievement or non-achievement of the objectives? Where relevant, this can include discussion of the role of other actors like governments, other service providers, and donors.
- Measurement: Is Ipas’s M&E framework and systems appropriate for the achievement of the strategic plan? Are Ipas’s data systems and process effective in collecting and applying learning to our programs?
- Partnerships: Are Ipas’s partnerships (including with governments and other local partners) appropriate for the achievement of the strategic plan? Are they effective in helping achieve strategic plan objectives? Do Ipas’s partnerships help strengthen local ownership of safe abortion programming in Ipas countries?

Evaluators will travel to selected countries to be briefed by Ipas staff on program objectives, activities and achievements. Ipas staff will also facilitate introductions and logistics for evaluators to meet or talk with key partners and beneficiaries with relevant perspectives, including at Ipas-intervention health-care facilities.

In addition to examining select individual country programs, evaluators will assess Ipas’s global and regional technical leadership and evaluators will likely visit Ipas’s headquarters office in North Carolina. Evaluators may also use telephone, email, or Skype interviews with relevant stakeholders and Ipas partners.

The external evaluation is expected to meet international quality standards. The external evaluation team should detail how the evaluation will address DAC guidelines for quality standards in development evaluation.

**Former or current Ipas staff are not eligible to serve as evaluators.**

## 4. Organization, Management, and Stakeholders

The evaluation will be planned and carried out under the guidance of a **Steering Group** comprising the following people or their designees:

Ipas: Kathryn Andersen, Ipas Chief Scientific and Technical Officer  
 Muadi Mukenge, Ipas Chief of Development and External Relations

Cheri Poss, Ipas Associate Director, Program Evidence  
 Dee Lutz, Ipas Senior Manager for Government and Core Donors  
 Ipas Country Office staff TBD

Sida: Tomas Lundström, [Senior Programme Manager Health](#), Department for International Organizations and Policy Support  
 Norad: Ida-Eline Engh, Senior Advisor, Section for Civil Society, Human Rights and Democracy  
 NMOFA: Lily Talapessy, Policy Coordinating Officer Sexual and Reproductive Health and Rights

**The Steering Group’s responsibilities will include:**

- Developing and approving Terms of Reference, including questions to be addressed, country programs to be visited, lists of stakeholders and partners proposed for interviews, etc.
- Identifying candidates to conduct the evaluation
- Reviewing CVs of proposed candidates and approving the selection of evaluator with appropriate experience and expertise to conduct the evaluation
- Reviewing and commenting on consultants’ draft report
- Reviewing final report.

**Ipas’s responsibilities will include:**

- Negotiating with and hiring selected candidates
- Facilitating contacts with partners and beneficiaries, donors and other relevant informants, serving as the contact point for the evaluators if problems arise, or changes need to be made
- Paying evaluators’ fees and reimbursing their travel expenses
- Providing background documents and other information required by the evaluators, including data from Ipas’s M&E database and research studies

**The evaluator’s responsibilities will include:**

- Drafting a budget and comprehensive timeline for the project
- Presenting documentation of expenses and invoicing for services rendered
- Making all travel arrangements with assistance as needed from Ipas
- Conducting desk research and interviews
- Conducting debriefing meetings with each country office following field trips
- Drafting an inception report for feedback from the Steering Group
- Ensuring the quality of the evaluation
- Presenting a draft and final evaluation reports and incorporating any changes to them
- Making a final presentation(s) of evaluation results (time schedule is below).
- Communicating with steering committee as needed
- Drafting a public summary version of the evaluation

## 5. Approach and Methodology

The final approach and methodology for the evaluation will be elaborated by the evaluators themselves in the inception report. It is expected, however, that the evaluation approach will be participatory and practical, engaging appropriate internal and external stakeholders in a way that fosters their meaningful

input while being efficient and respecting their time. The evaluation methodology will include both quantitative and qualitative data collection and analysis.

Research would be expected to include the following steps:

- Desk review of documents and other materials provided to the evaluators by Ipas (selected donor proposals and reports, data summaries/monitoring and evaluation (M&E) reports, research articles, Ipas publications and videos, etc.).
- A visit (or virtual meeting) to Ipas's headquarters office in North Carolina which will include briefings by Ipas staff on Ipas's global program.
- Presenting a plan for ensuring confidentiality of staff and partners.
- A brief inception report from the evaluation team providing further specification about the plan and scope of the evaluation and identifying any remaining questions about the scope or deliverables that should be resolved early.
- Visits to 3-4 Ipas country programs, which will include presentations by Ipas teams; interviews in person or by telephone with key Ipas staff, partners and other stakeholders; site visits. These should be expected to require about 3-5 business days per country (not including travel time).
- Phone interviews with key stakeholders outside of country programs, particularly in relation to Ipas's regional and global work.
- Report draft submitted to the Steering Group from the evaluator for review and comments and finalized by the evaluation team. The team may be invited to make a presentation in person or virtually to the Steering Group.
- Evaluator will draft a public summary version of the evaluation for approval by the Steering Group

## 6. Time Schedule

Prospective evaluators should present a suggested timeline in their proposal, and the evaluators selected will present a more specified schedule in their inception report. A preliminary timeline is suggested below but may be adjusted where agreed by both the Steering Group and the evaluation team:

- Final report to be complete by September 30, 2020. This will allow inclusion of FY20 data.
- Period covered by evaluation will be FY18 to the current point in the strategic plan (July 1, 2017- June 30, 2019).
  - September 23, 2019: TORs finalized with donors
  - October 25: Deadline for proposals. Please submit in pdf format to [lutzd@ipas.org](mailto:lutzd@ipas.org)
  - November 15, 2019: Evaluation team selected
  - November/December 2019: Evaluators visit (or have virtual meeting with) Ipas headquarters office in Chapel Hill and prepare an inception report, for review and discussion with Steering Committee.

- December 2019 – May 2020: Data collection and visits to country offices
- June 2020: Draft report due
- September 10, 2020: Deadline for evaluators' presentation and submission of the final report. Ipas and donors will review and comment on report.
- September 30, 2020: Ipas submits final evaluation report to donors.
- November 15, 2020: Evaluation team submits draft public summary to Steering Group

## 7. Reporting and Communication

Throughout the evaluation process, the evaluators will remain in frequent contact with Cheri Poss and Dee Lutz at Ipas to report on progress and request information or support needed to conduct the evaluation.

The inception report will provide further specification about the plan and scope of the evaluation, and the key evaluation questions, including a proposed outline of the final report and preliminary list of annexes. The inception report may also identify any remaining questions about the scope or deliverables that should be resolved early.

The final report should include an executive summary, and annexes as needed. In addition to presenting evaluation findings, the report will describe and explain the methodology and explain the limitations of the evaluation.

The presentation of evaluation results will be in the form of a PowerPoint with additional hand-outs as needed.

The report will be written in English. The final report should be in the range of 30 – 40 pages, with an executive summary, and annexes as needed. In addition to presenting evaluation findings, the report will describe and explain the methodology and explain the limitations of the evaluation.

## 8. Resources

The budget ceiling for the evaluation is \$150,000. These funds will cover all costs for the project including contractor and consultant fees, travel (transport, hotel, per diem, etc.) and communication costs.

A preliminary budget should be submitted with responses to the request for proposals, based on the expectation of:

- the team's travel to Chapel Hill for approximately 3 days and time required for initial research leading to the inception report;
- approximately one week of travel to each of the case study countries;
- time to complete global and regional partner interviews;
- and sufficient time post-travel, to draft and complete the report, including review by the Steering Group and revisions before the final report is completed.

## 9. Evaluation Team Qualification

- Academic and/or professional background and experience in the fields of global health and development, reproductive health, and evaluation of health and development programs in developing countries and at least 7 years of professional experience in conducting evaluations.
- Specific experience with abortion projects and understanding of the sensitivity and risk associated with this work.
- Knowledge and experience of health systems in developing countries.
- Experience working with international non-governmental organizations
- Experience using mixed-methods for evaluation
- Both evaluators should demonstrate excellent English writing skills and have a track record of delivering (according to stipulated deadlines) reports of highest quality as well as an ability to effectively communicate with stakeholders at all levels
- Ability to review documents and interview Spanish and possibly French speakers
- At least three positive references from prior clients

## References

In preparing the proposal, evaluators may wish to refer to the following published materials about Ipas:

The Ipas public website: [www.ipas.org](http://www.ipas.org), which includes links to many Ipas publications

Ipas staff will provide evaluators with documents to enable comprehensive background research for the evaluation, including but not limited to:

- Donor proposals and reports
- Reviews and evaluations of Ipas programs and projects by other donors
- Data/M&E summaries
- Ipas publications, videos, and other materials
- Ipas research findings and articles in peer-reviewed journals
- External documents (for example, from the World Health Organization and other partner organizations) as needed to help evaluators better understand the context of Ipas's global work