ANNEX I – Terms of Reference (TOR)

1. Background and Justification

From 2018-2021, UNESCO Jakarta with the funding support from the Kingdom of the Netherlands implemented the project “Strengthening Safety of Journalists and Professional Journalistic Standards in the Philippines,” to foster an enabling environment for sustainable, free, independent and professional media in the Philippines where journalists can practice their profession safely with high professional and ethical standards.

The safety and security of journalists in the Philippines is one of the most precarious in Asia and the Pacific. According to UNESCO’s data and its Report on the Safety of Journalists and the Danger of Impunity, between 2006-2017, there were 75 recorded cases of killings of journalists in the country. Based on these numbers alone, the Philippines has the third highest number of killed journalists in the world after Iraq and Syria.

Therefore, there is a strong need to address the safety of journalists’ situation in the country in a holistic manner. As the leading UN agency with a specialized mandate to promote free flow of ideas through words and images, UNESCO has been supporting the promotion of freedom of expression and its corollaries including press freedom, access of information, and safety of journalist in the Philippines since early 1990s.

The project is expected to contribute to the strengthening of safety of journalists in the Philippines through capacity building trainings. The project followed a gender sensitive approach, providing focus on women journalists. The main outputs of the project were:

a. Capacity-building workshops to strengthen journalists’ digital and physical safety skills,
b. Capacity-building workshops to strengthen journalists’ skills on professional standards and ethical journalism.

Moreover, the project is expected to contribute to the following:

a. Sharing of good practices and experience between journalists in the different regions in the country.
b. Awareness-raising on the importance of free-independent and professional media especially in conjunction with international days such as World Press Freedom Day (03 May) and International Day to End Impunity for Crimes against Journalists (02 November).

2. Objectives

The overall purpose of this final evaluation is to determine the relevance and the fulfilment of objectives, development efficiency, effectiveness, and sustainability of this project. Furthermore, the evaluation aims to inform programme stakeholders on the status of implementation, output delivery, and progress towards its objectives and generate recommendations for potential future projects in a new framework agreement framework. More specifically, the evaluation aims to:

1. Assess the efficiency of output delivery and related achievements and challenges in the implementation of the project to meet its objectives under the ultimate vision;
2. Assess the effectiveness in achieving the defined objectives and to what extent conditions are put in place that facilitate sustainability or a longer-term impact, and;
3. Review the project's strategies and identify opportunities, challenges, good practices, and lessons learnt that will be useful for strengthening and enhancing similar interventions for the design of the potential next phase of the project.

The evaluation shall provide recommendations for improving the programme's working methods and processes; and in relation to project continuation or closure and the criteria for selecting new projects.
3. Outputs
The expected outputs under this contract are:

1. Interim report on the proposed evaluation framework and detailed evaluation methodology.

4. Scope
The evaluation of the project requires a structure consisting of certain criteria depending on the resources of evaluation, such as relevance, efficiency, effectiveness, impact and sustainability of the project outcomes. The following questions are indicative and shall be refined during the inception phase of the evaluation:

1. Relevance
   - To what extent are the project in the Philippines and outputs aligned with UNESCO’s organisational mandate as defined in UNESCO Medium-Term Strategy for 2014-2021 (document 37 C/4) and 2022 – 2029 (document 41 C/4) and its associated UNESCO biennial programme 2020-2021 (document 40 C/5) and 2022-2023 (document 41C/5)?
   - To what extent are the project outputs contribute to Sustainable Development Goals (SDG 16.10), UNESCO's global priority on Gender Equality and UNESCO's global cross-cutting Strategies and Action Plans on Least Developed Countries?
   - To what extent do the project's activities and outputs align with the needs and demands of key stakeholders and target groups in the Philippines as reported in the Philippine Development Plan 2017-2022 (PDP 2017-2022)?
   - How relevant has the project been as an instrument promoting reform initiatives and development policies indicated in the Philippine Plan of Action on the Safety of Journalists?

2. Efficiency
   - What have been the key outputs of this project in terms of research, awareness-raising and capacity development in promoting press freedom, freedom of expression and safety of journalists in the Philippines?
   - Is output delivery on schedule? How did COVID-19 impact the implementation of the project, and were there any (unforeseen) delays? What have been the main challenges in delivering the projects' outputs?
   - What has been the nature and quality of interaction and collaboration at the national and regional levels?

3. Impact
   - What have been the key outcomes resulting from the project?
   - What are the main factors that have facilitated or obstructed the delivery of outcomes?
   - Which activities and use of the produced output were the most/least effective in contributing to the project's objectives and why? What are their common quality aspects and challenges?
   - Are adequate monitoring tools and mechanisms in place and functional? Do they allow communication and exchange of lessons learned between the project and related initiatives?
   - Are the established quality assurance mechanisms adequate?
4. Sustainability

- What main factors facilitate or threaten the project's financial, political, and institutional outcomes?
- More specifically, what are the main challenges in safeguarding the sustainability of regional institutional partnerships through the project?
- What is the potential for mobilising further partners and donors and synergies/complementarities with initiatives undertaken by other development agencies and partners?

5. Activities and Methodology

Under the overall supervision of the Director of UNESCO Jakarta and direct supervision of the Programme Specialist for Communication and Information, the Contractor shall build blocks of evaluation of this project. The contractor will assess the interventions according to the following criteria: Relevance, Efficiency, Impact and Sustainability. Cross cutting issues such as gender, environment, accountability, and do no harm will also be part of the analysis.

To this end, the Contractor shall perform, but not limited to, the following tasks with indicated methodology:

1. Develop a self-assessment report of the project completed by the relevant project team and based on additional data provided by the responsible programme specialist as necessary;
2. Conduct a desk study consisting of reviews of relevant documents pertaining to the project, including progress reports, project proposal, meeting minutes and presentations as well as UNDAF in the Philippines, UNESCO's Medium-Term Strategy (document 37 and 40 C/4) and UNESCO biennial programme (document 40 and 41 C/5);
3. Conduct interviews in-presentia or online (Teams or Zoom) with representatives of the Donor (i.e. Government of Netherlands), UNESCO Jakarta Office and project partners such as Mindanao Institute Of Journalism, Center for Media Freedom and Responsibility (CMFR), Asian Institute for Journalism Education (AIJC);
4. Submit to UNESCO for approval:
   a. Inception report – containing the evaluation framework, methodology, project/programme sample, work plan and logistical arrangements by Monday, 3 October 2022.
   b. Draft Evaluation report of a maximum of 20 pages (including annexes) by Monday, 4 November 2022 to be structured as follows:
      1. Executive Summary (usually not more than three pages);
      2. Programme description;
      3. Evaluation purpose;
      4. Evaluation methodology;
      5. Findings;
      6. Lessons learnt;
      7. Recommendations;
      8. Annexes (including the list of stakeholders consulted during the evaluation, key documents reviewed, ToR, survey forms and aggregate results, budgetary analysis, etc.)
   c. Final Evaluation Report of 20 – 40 pages (including annexes) incorporating the appropriate comments and suggestions received by the reference group on the draft final report by Monday, 21 November 2022.
The methodology must consider the participants’ safety throughout the evaluation process as well as research ethics and quality assurance. The evaluation will follow UNESCO’s evaluation policy and will be conducted in accordance with the principles outlined in the UNEG ethical guidelines for evaluation.

6. Inputs

- UNESCO will provide the Contractor with information, advice, regional science network or pool of experts’ access as necessary and relevant to the activities to be provided for this contract.
- UNESCO will provide feedback and evaluation on the final approach and methodology, findings, conclusions, lessons and recommendations identified during the evaluation process.

7. Logistics

The external evaluation consultant will be responsible for own logistics, office space, administrative and secretarial support, telecommunications, printing of documentation and methodological tools such as survey. UNESCO Jakarta will facilitate the evaluation process to whatever extent possible by providing contact information such as email address.

UNESCO Jakarta will assist the consultant in providing documentation, setting up meetings and providing security clearance documents (if needed). The external evaluation consultant is responsible for all travel-related costs, including transport to and from interviews. The travel costs should be included and itemized in the financial proposal.

8. Timing and Reporting

The contract period for this activity will be from 26 September 2022 to 21 November 2022 with the following reporting timeline*:

<table>
<thead>
<tr>
<th>No.</th>
<th>Deliverable</th>
<th>Reference</th>
<th>Tentative Due date</th>
<th>Payable Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Inception report - containing the evaluation framework, detailed methodology</td>
<td>5.8.a</td>
<td>3 October 2022</td>
<td>30% of the contract value</td>
</tr>
<tr>
<td></td>
<td>evaluation framework, detailed evaluation methodology, project/programme</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>sample, work plan and logistical arrangements.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Draft Evaluation report</td>
<td>5.8.b</td>
<td>4 November 2022</td>
<td>50% of the contract value</td>
</tr>
<tr>
<td>3</td>
<td>Final Evaluation report</td>
<td>5.8.c</td>
<td>21 November 2022</td>
<td>20% of the contract value</td>
</tr>
</tbody>
</table>

*Please note that the dates are subject to change depending on the final starting date of the contract.

9. Eligibility

The call for proposal is open to individual consultants with the following profile:

- Advanced university degree in education, media, mass communication, communication research, programme management and/or other development-related fields.
- Four (4) years or more experience in project monitoring and evaluation.
- Excellent knowledge of the Philippine media landscape. Past experience of implementing and/or evaluating projects related to the safety of journalists and freedom of expression will be an advantage.
- Working experience with United Nations agencies, international non-governmental organisations, or similar entities will be an advantage.
- Good understanding and application of UN mandates in Human Rights and Gender Equality.
- Fluency in English and excellent writing and analytical skills
- No previous involvement in the implementation of activities under review.

10. Minimum Content of Proposal and Submission

The interested applicants should submit:

1. Cover letter highlighting past similar works, including links to the reports when possible.
2. Technical proposal with the work plan, including the short-bio of the evaluator(s).
3. Financial proposal following the format in Annex III.
4. Complete the information required in Annex II to Annex IV.

Your offer proposal should reach the following email address no later than 16 September 2022.

UNESCO - Office of the Director
jakarta@unesco.org
Ref.: JAK/QUO/22/CI/014

Review and Evaluation of UNESCO Project “Strengthening Safety of Journalists and Professional Journalistic Standards in the Philippines”
Attn: Ms. Ana Lomtadze (Communication and Information)

Closing Date and Time: 16 September 2022.