

Terms of Reference (ToR)

External Evaluation of the Japan Supplementary Budget (JSB) 2024 Project

Implemented by IPPF and Member Associations in Afghanistan, Lebanon, and Yemen

Background

The International Planned Parenthood Federation (IPPF) is a global network of over 150 Member Associations (MAs) and Collaborative Partners working to deliver sexual and reproductive health services and advocate for sexual and reproductive rights worldwide. MAs are nationally registered, independent organisations that operate within their respective countries to implement programmes, provide services, and engage in advocacy in line with IPPF's mission and strategic priorities. More information about IPPF can be found at www.ippf.org.

The Japan Supplementary Budget (JSB) 2024 Project was implemented under the leadership of IPPF in partnership with its Member Associations (MAs) across three countries in humanitarian and fragile settings: Afghanistan, Lebanon, and Yemen.

Funded by the Government of Japan, the project aimed to strengthen the availability, quality, and accessibility of life-saving sexual and reproductive health (SRH) services, including maternal and child health (MCH) and Sexual and Gender-Based Violence (SGBV) prevention and response services for crisis to improve access to essential SRH and SGBV services, for crisis-affected populations with a strong emphasis on youth, women, and marginalised populations. The project also contributes to realization of human security in the target countries, which is Japan's priority by supporting the protection and empowerment of vulnerable populations through improved access to essential SRH services to enable people in crisis to live in dignity.

The project was implemented from March 2025 to February 2026. The total project budget was USD 1,650,000, covering grants to MAs, technical assistance, coordination, visibility, and capacity building components. The project was guided by the Minimum Initial Service Package (MISP) and aligned with IPPF's humanitarian priorities and global SRHR commitments.

Purpose of the Evaluation

The purpose of the evaluation is to assess the relevance, effectiveness, efficiency, impact and sustainability of the JSB 2024 project across the three implementation countries. The evaluation will also identify key lessons learned, and provide actionable recommendations to improve future programming, including the design of future JSB projects and other humanitarian SRHR initiatives. The evaluation will:

1. Ensure accountability to the donor and project stakeholders and enable IPPF to better design, manage and deliver quality, inclusive, accountable and sustainable results.
2. Generate evidence for organisational learning and improvement.
3. Support strategic planning and decision-making within IPPF and its partners.

Objectives of the Evaluation

- To assess the relevance, effectiveness, efficiency, impact, and sustainability of the JSB 2024 Project.
- To measure achievements against planned targets and objectives.
- To examine the quality, accessibility, and reach of SRHR and SGBV services, especially for women, girls, youth, and vulnerable populations.
- To identify challenges, enabling factors, good practices, and innovations.
- To offer evidence-based recommendations for improving future humanitarian SRHR interventions.

Scope of the Evaluation

The evaluation will cover the full implementation period of the JSB 2024 Project, from March 2025 to February 2026. It will assess project activities in all three implementation countries: Afghanistan, Lebanon, and Yemen.

- Geographical Scope:
 - Evaluation will include assessment of the implementation context and activities carried out by the Member Association in each country.
 - Due to possible access constraints in fragile or conflict-affected areas, data collection methods may vary (e.g., remote interviews or online surveys).
- Thematic Scope:
 - Provision of essential SRH services
 - SGBV prevention and response
 - Youth-friendly services and community outreach
 - Service delivery innovations
 - Coordination and referral mechanisms

- Visibility and communication efforts
- Capacity building of MA staff and health workers
- Stakeholder Scope:
 - IPPF Global Humanitarian Team
 - IPPF Regional Offices
 - Member Association staff involved in implementation
 - Health service providers
 - Clients and beneficiaries
 - Local, national and regional partners

Evaluation Criteria and Questions

The evaluation will follow internationally recognised OECD-DAC evaluation criteria including relevance, coherence, effectiveness, efficiency, impact and sustainability, while also assessing gender equality, inclusion, protection and coordination aspects relevant to humanitarian SRH programming.

In addition, the analysis will take into account Japan's Human Security principles such as empowerment, solidarity and protection, which guide the Government of Japan's ODA programme and humanitarian assistance and provide an important lens to assess how the project contributed to protecting vulnerable populations and strengthening their resilience in humanitarian settings.

Criteria	Key Evaluation Questions
Relevance	<ul style="list-style-type: none"> - Were the project objectives aligned with the needs of the population and the humanitarian context? - Was the intervention appropriate for reaching vulnerable groups (e.g. women, adolescents, persons with disabilities)? - Did the project respond to contextual changes (e.g. conflict, political shifts)?
Effectiveness	<ul style="list-style-type: none"> - To what extent were project outcomes and targets achieved? - Were project strategies (e.g. mobile clinics, outreach) effective in reaching the intended population? - What challenges affected delivery and how were they managed?
Efficiency	<ul style="list-style-type: none"> - Were financial, human, and logistical resources used efficiently? - Was coordination between IPPF and MAs effective in supporting smooth implementation? - Were implementation delays minimised and addressed appropriately?
Impact	<ul style="list-style-type: none"> - What short- and medium-term changes occurred in the lives of beneficiaries?

	<ul style="list-style-type: none"> - Were there unintended positive or negative effects? - Did the project contribute to improved local capacity, resilience, or community engagement?
Sustainability	<ul style="list-style-type: none"> - Are the benefits of the project likely to be sustained after donor support ends? - Were linkages created with national systems or referral pathways? - How can sustainability be further strengthened in future programming?
Gender, Inclusion, and Protection	<ul style="list-style-type: none"> - Did the project promote gender equality and empowerment of women and girls? - Were the rights, safety, and dignity of all group including those with disabilities respected and protected? - Were SGBV survivors and marginalised groups meaningfully included in design and delivery?
Connectedness and Complementarity	<ul style="list-style-type: none"> - Did the project build on or complement the MA's existing humanitarian/development efforts in SRH aligning with its workplans and ongoing initiative? - Did the project complement or strengthen the SRH-related efforts of IPPF and other humanitarian or development organisations, contributing to shared sectoral priorities - Was coordination with external actors (UN, NGOs, government) effective? - Did the project support long-term resilience, recovery, or system strengthening?

6. Methodology

Due to access and security challenges in the three implementation countries, the evaluation will primarily be conducted remotely. Where feasible and appropriate, Member Associations may support local data collection activities such as in-person focus group discussions (FGDs) or key informant interviews (KIIs) with clients. Evaluators should propose a practical, inclusive, and ethical approach that balances depth of insights with safety, feasibility, and cost-effectiveness.

The evaluation will adopt a mixed-methods approach, combining both qualitative and quantitative data to ensure a comprehensive and context-sensitive analysis. The methodology should be participatory, inclusive, and gender-sensitive, ensuring voices from all relevant stakeholders, especially women, adolescents, and marginalised groups, are captured.

- Desk Review
 - The evaluator will review key project documents, including:
 - JSB 2024 project proposal and Funding Agreements
 - Quarterly reports

- Final narrative and financial reports from each MA
- Supervision and monitoring visit report
- Communication products (e.g., fact sheets, videos, photos)
- Budget and expenditure data
- Any relevant coordination/cluster meeting records
- Data Collection Methods
 - A mix of the following methods will be used, adapted to each country context:
 - Key Informant Interviews (KIs) with MA staff, IPPF staff, health workers, and partners
 - Focus Group Discussions (FGDs) with clients and community health workers
 - Online surveys or structured interviews where in-person access is limited
 - Direct observation or remote validation using multimedia evidence
- Ethical Considerations
 - Informed consent will be obtained from all participants
 - Confidentiality, do-no-harm principles, and cultural sensitivity will be ensured
 - Special care will be taken when engaging with SGBV survivors or vulnerable populations
- Limitations
 - The evaluation will consider challenges such as:
 - Security constraints in conflict-affected areas
 - Access to remote or hard-to-reach populations
 - Availability and consistency of data across MAs
 - Language and interpretation needs in some contexts
 - Internet reliability and accessibility to reach all wanted participants

Deliverables

The evaluator (individual or team) will be responsible for delivering the following outputs within the agreed timeframe:

1. Inception Report

- To be submitted within 1–2 weeks of contract start.
- Includes a detailed evaluation plan, methodology, data collection tools, stakeholder list, and workplan.
- To be reviewed and approved by IPPF before fieldwork begins.

2. Combined Analysis Report

- A consolidated analytical document summarising the findings from all countries and data sources.
- Focuses on comparative insights and trends rather than lengthy narratives.
- Includes tables, visuals, and concise analysis for clarity and ease of understanding.

3. Document Analysis Report

- Presents a systematic review and synthesis of project-related documents.
- Highlights key patterns, strengths, and gaps relevant to the evaluation questions.

4. Draft Evaluation Report

- A concise, analytical report addressing all evaluation criteria and questions.
- Emphasises data-driven findings and visuals (tables, charts, infographics) over detailed descriptions.
- Submitted for IPPF review and feedback.

5. Final Evaluation Report

- Incorporates IPPF's feedback on the draft report.
- Clearly distinguishes findings, conclusions, and actionable recommendations.
- Supported by relevant annexes (e.g., data collection tools, interview lists, raw data summaries, photos, and case stories).

6. Executive Summary

- A stand-alone, visually engaging summary highlighting key findings, lessons learned, and recommendations.
- Designed for broader dissemination to donors and stakeholders.

7. Presentation of Key Findings

- A PowerPoint presentation summarising the main findings, conclusions, and recommendations.
- To be presented to IPPF and donor representatives (virtually or in person).

8. Raw Data and Transcripts

- All anonymised raw data (transcripts, survey outputs, notes) to be securely submitted to IPPF for documentation purposes.

Timeline

Beginning on 01/05/2026, and concluding by third week of June 2026. Below is a tentative schedule for key milestones:

Activity	Timeframe
Contracting and orientation	Week 1
Submission of Inception Report	End of Week 2
Desk review and tool finalisation	Week 2
Data collection (remote/in-country)	Weeks 3-4
Data analysis and synthesis	Week 5
Draft Evaluation Report	Week 5
IPPF Feedback on Draft	Week 6
Final Report Submission	Week 7
Presentation of Key Findings	Week 7 (final days)

Note: This timeline is indicative and will be finalised in agreement with the selected evaluator during the inception phase.

Evaluator Qualifications

The evaluator (or evaluation team) must possess the following qualifications and experience:

- Essential Qualifications:
 - Advanced degree in public health, social sciences, international development, or related field
 - Minimum 5 years of experience conducting evaluations of humanitarian or development programmes, preferably in SRHR or SGBV
 - Proven track record of applying OECD-DAC criteria in evaluations
 - Experience working in or evaluating projects in fragile and humanitarian contexts
 - Demonstrated expertise in qualitative and quantitative research methods
 - Strong understanding of gender, inclusion, youth engagement, and intersectionality in humanitarian programmes
- Desirable Skills:
 - Familiarity with the Minimum Initial Service Package (MISP) for SRH in emergencies
 - Previous experience working on projects funded by the Government of Japan or similar JSB initiatives
 - Experience working with or evaluating IPPF, UN agencies, or INGOs in the SRHR field
 - Knowledge of the socio-political and cultural contexts in Afghanistan, Lebanon, and Yemen

- Excellent report writing, data synthesis, and presentation skills in English
- Additional Requirements:
 - Ability to work independently and remotely, with strong time management
 - Commitment to ethical standards, including safeguarding, confidentiality, and cultural sensitivity
 - Knowledge of relevant local languages in the project countries will be an asset
 - Availability to travel (if security and context permit), or experience conducting remote evaluations in conflict settings

Management and Oversight

The evaluation will be managed and overseen by the IPPF Global Humanitarian Team (GHT), in coordination with the Humanitarian Programme Manager. The overall responsibility for ensuring quality and timely delivery of the evaluation lies with IPPF.

- Roles and Responsibilities:
 - IPPF GHT / Humanitarian Programme Manager.
 - Lead the contracting process
 - Provide technical oversight throughout the evaluation
 - Facilitate access to project documents and relevant contacts
 - Review and approve all deliverables
 - Coordinate internal and external feedback
 - Member Associations (MAs):
 - Facilitate access to project sites (if feasible)
 - Support the arrangement of interviews and FGDs
 - Share programmatic and financial documents
 - Ensure smooth coordination with local stakeholders
 - Evaluator / Evaluation Team:
 - Lead the development of methodology, tools, and timeline
 - Conduct data collection and analysis
 - Prepare and present all deliverables
 - Ensure confidentiality, data protection, and ethical compliance throughout the evaluation process

All communication related to the evaluation should be directed to the IPPF Humanitarian Programme Manager, who will serve as the focal point.

Annexes

The following documents and resources will be made available to the evaluator during the inception phase:

- Annexe 1: Project Documentation
 - JSB 2024 Project Proposal and Funding Agreements
 - Member Associations' Workplans and Budgets
 - Final Narrative and Financial Reports from each MA
 - Quarterly Progress Reports
 - Supervision and Monitoring Visit Reports
 - Communication Materials (fact sheets, videos, photos, human stories)
- Annexe 2: Evaluation Reference Materials
 - IPPF Strategic Framework (2019 – 2022) & (2023 – 2028)
 - IPPF Business Plan and 3-year Financial Plan (2019-2021)
 - IPPF's Humanitarian Strategy
 - IPPF Humanitarian Feminist Principles 2024
 - OECD-DAC Criteria Guidance
- Annexe 3: Contact List
 - Humanitarian Programme Manager. /Focal point
 - Key contacts from IPPF Global Humanitarian Team
 - Member Association focal persons (programme, finance, communication)

Application Process

Interested consultants should submit the following:

- Technical proposal outlining evaluation approach and methodology
- Financial proposal with detailed budget and daily rates
- CV(s) of consultant(s)
- Examples of previous evaluation work

Note:

Interested evaluators are requested to submit a detailed financial offer in USD, breaking down the costs by working days, all costs associated with the evaluation, including personnel, travel, and materials expenses. Fees should exclude VAT.

Please submit your application to NShah@ippf.org with the subject "JSB 2024 Evaluation". The deadline for submission is 15 April 2026.

For more on the International Planned Parenthood Federation visit www.ippf.org