

**Call for Expression of Interest
Mid-Term Evaluation
Vision Zero Fund - Collective Action for Safe and Healthy Supply Chains 2016-23**

ILO/EVAL is searching for an independent international evaluator to undertake a mid-term evaluation of the programme “Vision Zero Fund - Collective Action for Safe and Healthy Supply Chains 2016-23”. The evaluation should take approximately 30 working days and be undertaken during the period August-November 2020.

The mid-term evaluation will adopt a “clustered approach” which entails that the evaluation will examine a global cluster of projects under the Vision Zero Fund rather than a single project. For more information on this approach, see the detailed Terms of Reference below.

In view of restrictions imposed by COVID-19, the evaluation will primarily be “desk-based” with face-to-face interaction only when feasible according to COVID-19 guidelines. The international evaluator will be supported by one or more national consultants based in the countries to be covered under the evaluation. The national consultants will be recruited separately.

Application deadline: 14 July 2020

Type of contract: External Collaboration Contract

Desired profile of the evaluator

It is expected that the evaluator will have:

- Contextual knowledge of the UN system in general and the ILO specifically;
- Demonstrated knowledge of global labour market issues. Awareness of occupational safety and health issues and global supply chains would be an advantage;
- At least 7 years’ experience in evaluating policies, programmes and projects at the international level;
- Experience in conducting evaluations for UN organizations, including, ideally, clustered evaluations and programme evaluations across countries;
- Expertise in qualitative and quantitative evaluation methods;
- Advanced understanding of ILO cross-cutting issues;
- Excellent analytical and communication skills;
- Fluency in written and spoken English.

The evaluator must have no previous involvement in the delivery of the Vision Zero Fund programme.

The 30 working days of the assignment are estimated as follows:

- Desk review/inception report/survey/interview protocols: 8 days
- Data collection: 10 days
- Draft report: 6 days
- Finalization of report: 6 days

Proposal submission

Interested candidates intending to submit an expression of interest must supply the following information:

1. A brief cover letter describing of how the candidate’s skills, qualifications and experience are relevant to the assignment;

2. A CV highlighting previous evaluations that are relevant to the context and subject matter of this assignment;
3. A financial offer confirming the candidate's daily professional fees expressed in US dollars (indicating also fees received for similar assignments in the past two years);
4. A statement confirming that the candidate has no previous involvement in the implementation of the Vision Zero Fund programme to be evaluated or a personal relationship with any ILO Officials who are engaged in the project;
5. The names and contact details of two referees;
6. Two evaluation reports for which the candidate has been responsible

Please send your application with relevant attachments to the Evaluation Manager
Mr Geir Tonstol, tonstol@ilo.org, copying Ms Naomi Asukai at asukai@ilo.org with the subject
heading: VZF Mid-term evaluation

**Vision Zero Fund – Collective Action for Safe and Healthy Supply Chains
2016-23**

Independent Mid-Term Clustered Evaluation (July-November 2020)

Terms of Reference

Project Title:	Vision Zero Fund – Collective Action for Safe and Healthy Supply Chains
DC Codes	<i>GLO/16/50/MUL</i> , Vision Zero Fund Secretariat <i>GLO/17/53/EUR</i> , Global Component <i>MMR/16/51/MUL</i> , Myanmar <i>LAO/17/50/EUR</i> , Laos <i>ETH/17/01/MUL</i> , Ethiopia <i>RLA/18/08/EUR</i> , Latin America <i>GLO/19/07/EUR</i> , Global Component <i>GLO/18/58/FRA, MDG/17/50/FRA</i> , Madagascar
Type of Evaluation:	Mid-term clustered evaluation
Project End:	2023
Evaluation Manager:	Mr Geir Tonstol
Technical Unit:	Governance and Tripartism Department (GOVERNANCE) Labour Administration, Labour Inspection and Occupational Safety and Health Branch (LABADMIN/OSH)
Field Offices:	CO-Addis Ababa, CO-Antananarivo, CO-Bangkok, CO-Yangon
P&B outcome(s):	Outcome 7: Adequate and effective protection at work for all; and Outcome 1: Strong tripartite constituents and influential and inclusive social dialogue
SDG(s):	8

1. Introduction and rationale for evaluation

The Vision Zero Fund (VZF) brings together governments, employers' and workers' organizations, private companies, and other stakeholders to jointly advance towards the vision of achieving zero severe and fatal work-related accidents, injuries and diseases in global supply chains.

It is an initiative of the G7, and has been endorsed by the G20. The International Labour Organization (ILO) administers the Fund, and implements its projects. In 2016, the VZF Steering Committee adopted the strategy "Vision Zero: Achieving a world without fatal or serious occupational accidents and diseases" (2017-2021), which provided a solid basis for its inception phase. Since then, the VZF has refined its strategic approach and intervention framework, established a sound governance structure and financial footing, and developed a portfolio of country projects.

A revised strategy, entitled "Collective Action for Safe and Healthy Supply Chains" was adopted in 2019 for the period 2019-23. The strategy is aligned with the 2030 Agenda for Sustainable Development (in particular SDG 3 and SDG 8), and ILO initiatives, including the ILO's Programme of Action on Decent work in Global Supply Chains.

Contributions to the VZF are accepted from governments, intergovernmental or nongovernmental organizations, and from private sources, including companies, foundations and individuals. Current and past donors include the European Commission, Germany, France, Sweden, Norway, the United Kingdom, and the United States. In 2017, Siemens became the first private sector donor to join the Fund.

VZF works at global, country and workplace levels, seeking to strengthen the worldwide enabling environment for safe and healthy working conditions; improve national legal and policy frameworks; and implement more effective prevention, protection and compensation mechanisms for women and men working in targeted supply chains, in particular in the world's least developed countries. Currently, VZF operates in eight countries and in two supply chains: garment and agriculture.

An important component of the Vision Zero Fund is to advance a knowledge strategy on safety and health in global supply chains and to support the development of methodologies for collecting reliable data on occupational injuries and diseases.

A mid-term independent evaluation will be conducted to review the VZF's strategy and performance since its launch in 2016 until mid-2020. The evaluation will also contribute to enhancing learning within the VZF as well as within ILO's broader programmes on occupational safety and health, including the Safety + Health for All Flagship Programme and the work of the Labour Administration, Labour Inspection and Occupational Safety and Health Branch (LABADMIN/OSH).

The mid-term evaluation will adopt a "clustered approach" which means that the evaluation will examine a global cluster of projects under the VZF rather than a single project. This approach will allow a comprehensive coverage of various projects within the VZF with greater opportunities for feedback on the overall strategy as well as mutual learning across project locations. In addition, the clustered approach is likely to be more cost and time efficient compared to individual project evaluations. In compliance with the ILO Policy Guidelines for Evaluation (2017), the clustered approach has been endorsed by the relevant donors to the VZF and will apply a scope, purpose and methodology comparable to what would be used for an individual project evaluation.

2. Vision Zero Fund

In 2018-19, the VZF, with support from the GIZ, developed a comprehensive theory of change (ToC) for its global and country level activities. The ToC contributes to aligning the VZF with the objectives of ILO's overall flagship programme on Safety + Health for All. The ToC serves to demonstrate the main causal relations and underlying assumptions of the programme, linking together the overall goal of the VZF at impact level with programme outcomes, outputs and inputs. The VZF results framework was subsequently redesigned around three overall outcomes:

Outcome 1: Strengthened global, regional and national enabling environments for the promotion of safe and healthy working conditions in targeted global supply chains (GSCs).

VZF works to improve coordination among academics, researchers and policy institutions of knowledge on OSH in GSCs and organizes global, regional and country level, public and private stakeholder meetings to design and implement industry and/or country-wide strategies to foster compliance with OSH standards along the targeted GSCs.

Outcome 2: Improved legal and policy frameworks to promote and enforce OSH protection, prevention and compensation in targeted GSCs.

VZF carries out assessments on the drivers and constraints for OSH improvements in targeted supply chains, including their legal and institutional environment in selected producing countries. Findings are used to develop tailor-made interventions to strengthen policy makers' capacity to collect and analyse data and reinforce the country's legal and policy frameworks that impact OSH outcomes.

Outcome 3: Increased application of effective OSH prevention, protection and compensation mechanisms for women and men working in selected GSCs.

Workplace level activities support country level efforts, and pilot innovative, small-scale improvement models. Through capacity development activities and technical assistance, VZF seeks to improve employers' and workers' capacities and mechanisms to promote OSH, and to empower workers to significantly engage in the promotion of such issues. When possible, activities are implemented jointly with other ILO initiatives such as the Flagship Programme on OSH, Better Work, and SCORE.

At global and country levels these outcomes have been translated into interventions in support of strategic policy objectives (Programme and Budget Outcomes 2016-17, 2018-19, 2020-21) and Country Level Outcomes (CPOs) in line with Decent Work Country Programmes.

3. Purpose of evaluation

The mid-term evaluation will be conducted to review the VZF's strategy and performance since its inception in 2016 until mid-2020, and to enhance learning within the VZF.

An evaluability assessment was completed of the VZF in March 2020, which provided a series of evaluations that should inform the mid-term evaluation.

In particular, the mid-term evaluation findings and recommendations are expected to provide valuable inputs for:

- Improving the VZF's theory of change, strategy and planning until (and possibly beyond) 2023, reflecting the changes that have occurred in the operational and administrative environment since the establishment of the VZF;
- Assessing progress made to-date by countries and any shortcomings that need to be addressed at country and global levels;
- Informing the design of future projects by providing a comparative view of various models being implemented under VZF at present along with the contextual and other factors that affect their success, and bringing out lessons and good practices that can be useful for country teams in adapting their strategies/interventions; and
- Informing the decision making processes of management and VZF Steering Committee members (and other relevant stakeholders).

4. Scope of evaluation

The mid-term evaluation will cover the period from the launch of the VZF in 2016 until July 2020. Considering that it is a mid-term evaluation, the approach will largely be learning-oriented with a view to informing the continuation of the VZF.

The mid-term evaluation will adhere to the OECD Development Assistance Committee (DAC) evaluation criteria and establish the relevance, coherence, efficiency, effectiveness and evidence of impact, and sustainability to-date of the VZF. The evaluation will also identify how the VZF projects have contributed to the achievement of established outcomes at country and global levels (e.g. Decent Work Country Programmes, Country Programme Outcomes and Programme and Budget Strategic Objectives).

The geographical scope of the mid-term evaluation will comprise global and country level work in Laos, Myanmar, Mexico, Honduras, Colombia, Ethiopia and Madagascar. The mid-term evaluation is expected to examine linkages between the various country-level projects and the global components. Thematically, the evaluation will cover VZF's work on occupational safety and health (OSH), which is the primary focus of the programme. The evaluation will also consider the VZF's contribution to labour inspection and employment injury insurance. The evaluation will also examine how the impact of the COVID-19 pandemic has affected project implementation.

The evaluation should cover and reflect gender and disability inclusion related issues in the methodology, data collection as well in its analysis of findings.

The following projects will be examined during the mid-term evaluation, thus constituting the basis of the clustered approach:

Project code and title	Project start and end dates	Remarks
GLO/16/50/MUL, Vision Zero Fund Secretariat	01/03/2016 – 30/06/2023	This project underwent an internal evaluation of its inception phase. The mid-term evaluation will build on the findings and recommendations of the inception phase evaluation.
GLO/17/53/EUR, Contribution to the Vision Zero Fund-Global Component	01/10/2017 – 30/09/2020	A one-year no-cost extension has been requested for this project, until September 2021. In the event

Project code and title	Project start and end dates	Remarks
		that this extension is granted, the clustered evaluation will constitute a mid-term evaluation for this project. If the no-cost extension is not granted, the clustered evaluation will be the final evaluation of this project.
MMR/16/51/MUL, Vision Zero Fund Myanmar	01/01/2017-30/04/2020	The clustered evaluation will constitute the final evaluation of this project. A mid-term evaluation was completed in August 2019, and an outcomes and practices assessment is currently underway.
LAO/17/50/EUR, Vision Zero Fund Laos	01/06/2018 – 30/09/2020	The clustered evaluation will constitute the final evaluation of this project. A mid-term evaluation was completed in March 2020. A no-cost extension has been requested until September 2021.
ETH/17/01/MUL, Advancing Decent Work and Inclusive Industrialization in Ethiopia	01/06/2018 – 30/06/2022	This project will undergo a separate mid-term evaluation in the final quarter of 2020. The clustered evaluation will constitute a “light review” of this project.
RLA/18/08/EUR, Vision Zero Fund Initiative: Improving occupational safety and health in coffee supply chains	01/02/2019-31/01/2022	The cluster evaluation will constitute the mid-term evaluation of this project.
GLO/19/07/EUR, Filling data and knowledge gaps on OSH in GSCs to strengthen the model of shared responsibility	15/12/2019-31/03/2021	The clustered evaluation will particularly look into how this project has supported the VZF in implementing its research strategy.
GLO/18/58/FRA MDG/17/50/FRA, Améliorer la sécurité et la santé dans les chaînes d’approvisionnement à Madagascar (Fonds Vision Zéro)	01/09/2017-31/01/2020	This project has now closed and was self-evaluated. The self-evaluation (report available in French and soon in English) will constitute an input to the clustered evaluation.

5. Clients of evaluation

The primary clients of the evaluation will be the VZF project team and Steering Committee as well as the ILO Labour Administration, Labour Inspection and Occupational Safety and Health Branch.

Other users of the evaluation findings will include ILO tripartite constituents, other ILO units and projects (e.g. Better Work, SCORE), ILO Country Offices in beneficiary countries, VZF donors and other interested parties (e.g. G7/G20 countries).

6. Evaluation questions

OECD/DAC Criteria	What we want to learn
RELEVANCE: Is the intervention doing the right things?	1. Has the VZF been successful in accurately capturing and updating, as relevant, the theory of change informing its interventions? 2. Have the VZF interventions been designed and implemented in accordance with constituents' needs and capacities (at global and national levels), whilst being mindful of VZF assessment findings and desired results? 3. Beyond constituents' needs, do the VZF intervention objectives and design answer the needs of the final beneficiaries, i.e. workers' in global supply chains? 4. Does the VZF theory of change and results framework give adequate consideration to issues related to gender equality and disability inclusion?
COHERENCE: How well does the intervention fit?	5. Is the VZF aligned with and integrated into broader ILO work on occupational safety and health, such as the Safety + Health for All Flagship programme? Is there evidence of mutual leveraging and complementarity? 6. How well aligned are the VZF strategy and initiatives with other related programmes of the ILO (e.g. ILO programme of action on GSCs, GEIP)? Is there evidence of mutual leveraging and complementarity? 7. Does the VZF benefit from and/or contribute to other ILO and non-ILO development cooperation projects and strategic priorities that are being implemented at global and country levels, including those being funded or led by the private sector? How? 8. Are VZF interventions aligned with national priorities and policies? Constituents' priorities? 9. Does the VZF strategy and intervention design remain valid in the context of COVID-19?
EFFECTIVENESS: Is the intervention achieving its objectives?	10. To what extent has the VZF been effective in engaging/working with all relevant actors across the targeted GSCs, including the private sector? To what extent have country interventions been successful in reaching (benefitting) end-beneficiaries (vulnerable workers)? To what extent were the projects successful in engaging/working with/through social partners? 11. Across the various projects, what components of the VZF performance framework have been particularly successful in reaching their objectives? To which extent has each individual project contributed to the overall VZF objectives?

12. The VZF has been implementing at least three different types of models: (i) ONE ILO in Ethiopia, (ii) “hybrid” in Myanmar, Madagascar and Lao, in which VZF has worked in one country in more than one supply chain, as well as conducting work at the institutional level, and (iii) single GSC approach, in Latin America. What have been the strengths and weaknesses of each one of these “models/types”?
13. The VZF has mainly been working in two value chains: garment and agriculture. What are the strengths and weaknesses of the VZF approach towards those two value chains and how should the approach be adapted to each value chain in order to achieve improved results?
14. What are the conditions at country level under which the VZF has made the most valuable contribution to addressing OSH challenges within the targeted GSCs? Which key success factors, mechanisms and circumstances can be identified? Which key inhibiting factors can be identified? Does working in more than one sector in one country affect (positively or negatively) the end results?
15. To what extent has the VZF, so far, been able to operationalize and apply the model of joint responsibility/collective action at global and country level? What have been the notable results?
16. What is the likelihood of countries achieving their expected results? Are there country-specific facilitating and limiting factors that the projects should address in their remaining project periods?
17. At global and country levels, the VZF has entered into a number of implementing partnerships with other organizations (e.g. Winrock International, GIZ). To what extent have these partnerships contributed to the achievement of the VZF objectives?
18. Do project outputs and outcomes to-date affect women and men differently? If so, why and in which way?
19. Has the VZF reached sufficient scale and depth, in accordance with donor investment?
20. Has the VZF effectively adjusted implementation modalities in response to COVID-19?

EFFICIENCY: How well are resources being used?	21. To what extent are the financial and human resources (management arrangements), at global and country levels, adequate to achieve the expected results? 22. To what extent has the VZF Global Steering Committee and the VZF Secretariat contributed to shaping the VZF's strategy and approach, identified priorities, and steered and facilitated programme implementation?
SUSTAINABILITY and IMPACT: Will the benefits last?	23. To what extent are the results of the VZF projects likely to be durable and maintained (or even scaled up or replicated) by other partners/within the same GSCs in other countries/ within the same country into other (similar) GSCs? Does the VZF have a sustainable exit strategy? 24. What measures should be built into VZF projects for increased sustainability of projects' results after its completion? 25. To what extent are the VZF projects making progress towards impact? What are the most significant elements to-date that can influence impact? 26. What is the anticipated effect of COVID-19 on the sustainability and impact of the VZF interventions?

7. Evaluation methodology

The evaluation will apply a mixed methodology analysing both quantitative and qualitative data, and ensuring triangulation of information. It will integrate analysis of gender equality and other non-discrimination issues as a cross-cutting ILO concern. The evaluators will ensure that views and perceptions of both women and men are reflected in the interviews and that gender-specific questions are included. The methodology will take the findings and recommendations of the VZF evaluability assessment into consideration.

The mid-term evaluation will comprise an exhaustive desk review of relevant VZF and related documentation; individual and/or group interviews with, *inter alia*, VZF staff in ILO Headquarters and field offices, technical backstopping officials, members of the VZF Steering Committee, VZF beneficiaries and development partners.

The Evaluation Manager will facilitate the compilation of documentation and establish an interview schedule.

In view of travel restrictions in place due to the COVID-19 pandemic, it may not be possible for the evaluators to undertake travel. It is, therefore, foreseen that interviews will take place through Skype/telephone or similar communication methods. In the event that travel restrictions are lifted, the feasibility of limited field visits will be assessed.

Key questions to be posed during interviews will be prepared by the evaluator. It may be relevant to circulate a questionnaire to key stakeholders.

The international evaluator (Team Leader) will be responsible for guiding and establishing the work to be performed by national evaluators. The exact evaluation methodology will be included in the inception report.

8. Main evaluation outputs

The evaluation should comprise the following deliverables, which must be presented in English and submitted to the Evaluation Manager in electronic version compatible with Word for Windows:

1. An **inception report**
2. A **draft evaluation report**
3. A **final evaluation report**
4. An **Evaluation Summary**

Inception report (cf. ILO Policy Guidelines for Evaluation Checklist 3)

The inception report should:

- Describe the conceptual framework that will be used to undertake the evaluation, notably justifying and explaining the clustered approach;
- Elaborate the methodology proposed in the terms of reference, notably the clustered approach, with any changes as required;
- Set out in some detail the data required to answer the evaluation questions, data sources by specific evaluation questions, data collection methods, sampling and selection criteria of respondents for interviews;
- Detail the work plan for the evaluation, indicating the phases in the evaluation, their key deliverables and milestones;
- Identify key stakeholders to be interviewed and the tools to be used for interviews and discussions; and
- Provide an outline for the final evaluation report.

Evaluation Report (cf. ILO Policy Guidelines for Evaluation Checklist 5)

A first draft of the evaluation report will be circulated for comments by the Evaluation Manager to all concerned stakeholders. The final report shall make all necessary adjustments to integrate comments received.

The final report, excluding annexes but including the executive summary (as per template provided in ILO Policy Guidelines for Evaluation) should not exceed 35 pages.

The quality of the final report will be assessed against the standards set out in the ILO Policy Guidelines for Evaluation. The report will ultimately be approved by the ILO Evaluation Office.

Suggested outline for the evaluation report:

- Cover page with key project data (cf. ILO Policy Guidelines for Evaluation Checklist 7)
- Executive summary
- Brief background on the project and its intervention logic
- Purpose, scope and clients of the evaluation
- Methodology applied
- Review of implementation
- Presentation of findings
- Conclusions
- Recommendations (specifying to whom they are addressed)
- Lessons learnt

- Good practices
- Possible future directions
- Annexes

An **Evaluation Summary** shall also be prepared, adhering to the template provided in ILO Policy Guidelines for Evaluation Checklist 8. The Evaluation Summary shall only be prepared once the final evaluation report has been approved.

Ownership of the data from the evaluation rests jointly between ILO and the evaluator. The copy rights of the evaluation report rests exclusively with ILO. Key stakeholders may make appropriate use of the evaluation report in line with the original purpose and with appropriate acknowledgement.

9. Management arrangements

The mid-term evaluation will be managed by an Evaluation Manager (ILO staff member) who has no association with the Vision Zero Fund. The Evaluation Manager will work under the oversight of, and in close collaboration with the ILO Evaluation Office, which will review and sign off on all deliverables.

An international consultant (Team Leader) will be commissioned to conduct the mid-term evaluation. The Team Leader will report to the Evaluation Manager and be responsible for the timely submission of deliverables, including the final evaluation report, which should comply with ILO's Evaluation Policy Guidelines and related checklists and templates.

National consultants will be commissioned for shorter periods of time to support the evaluation at country level, where required. The national consultants will report to the Team Leader.

The Team Leader and the evaluation team will be selected through a competitive process from amongst qualified consultants.

The evaluation will be funded from the VZF budget. The funds will cover the daily fees of the evaluation team, any evaluation missions (if relevant) and any expenses related to communication and data collection.

The Evaluation Manager will undertake the following tasks:

- Finalize the evaluation TORs upon receipt of inputs from key stakeholders;
- Review CVs and proposals of proposed evaluators;
- Serve as the first point of contact for the evaluator;
- Provide background documentation to the evaluator in cooperation with the VZF team;
- Brief the evaluator on ILO evaluation procedures;
- Circulate the reports to all concerned stakeholders for comments; and
- Consolidate comments for the evaluator.

The VZF team will be responsible for administrative contractual arrangements with the evaluator and provide any logistical and other assistance as may be required. The VZF team will be responsible for the following tasks:

- Provide programme background materials to the evaluator through the Evaluation Manager;
- Prepare a comprehensive list of recommended interviewees;
- Coordinate in-country logistical arrangements;
- Provide inputs as requested by the evaluator during the evaluation process;

- Review and provide comments on draft evaluation reports;
- Organize and participate in stakeholder consultations, as appropriate; and
- Provide any other logistical and administrative support to the evaluators as may be required.

10. Desired profile of evaluator(s)

It is expected that the Team Leader (lead evaluator) will have the following profile:

- Contextual knowledge of the UN system in general and the ILO specifically;
- Demonstrated knowledge of global labour market issues. Awareness of occupational safety and health issues and global supply chains would be an advantage;
- At least 7 years' experience in evaluating policies, programmes and projects at the international level;
- Experience in conducting evaluations for UN organizations, including, ideally, clustered evaluations and programme evaluations across countries;
- Expertise in qualitative and quantitative evaluation methods;
- Advanced understanding of ILO cross-cutting issues;
- Fluency in written and spoken English.

11. Timeline and work plan

It is anticipated that the mid-term evaluation will be carried out by a team of evaluators, consisting of one international consultant (team leader) and national-level consultants in-country (as may be required).

The team of evaluators will be identified and recruited in the course of June 2020, with an expected starting date for the evaluation in July 2020. It is envisaged that a final report (advanced draft) be submitted to the meeting of the VZF Steering Committee in November 2020.

It is anticipated that the evaluation assignment will require a total of 30 work days per international consultant and a total of 15-20 work days per national consultant.

A detailed timeline for the evaluation is proposed as follows:

1. Drafting and validating the mid-term evaluation terms of reference (TORs): May 2020.
This will be managed by a certified evaluation manager with no relation to the VZF. The draft TORs will be shared with the VZF Steering Committee for suggestions and inputs.
2. Call for proposals of international consultant (team leader): First half of July 2020.
The call will be public, and widely advertised through relevant networks. An independent evaluator will be selected to conduct the evaluation in consultation with and under the supervision of the ILO Evaluation Office (EVAL).
3. Call for proposals of national consultants: Second half of July 2020.
4. Recruitment of the evaluation team: First half of August 2020
5. Launch of evaluation: 1 July 2020
 - a. Submission of inception report: 15 July 2020
 - b. Submission of draft evaluation report: 15 September 2020
 - c. Submission of final evaluation report: 31 October 2020

6. Preliminary findings presented to the VZF Steering Committee: November 2020
7. Completion of the evaluation: 15 November 2020

12. Ethical considerations

The mid-term evaluation will strictly comply with UN standards for evaluations as specified in the United Nations Evaluation Group (UNEG) Norms and Standards for Evaluation and be guided by the ILO Evaluation Policy. A copy of the UNEG Code of Conduct for Evaluation in the UN system is attached to these terms of reference and the evaluators are expected to familiarise themselves with, and adhere to these. The evaluators will also commit to adhere to the ILO Code of Conduct for Evaluators (link below). The evaluators are expected to disclose any possible conflicts of interest that could interfere with the independence of the evaluation.

The evaluation will observe confidentiality with regards to sensitive information and feedback obtained through individual and group interviews.

13. Additional documentation

The evaluators are expected to seek guidance from and familiarise themselves with the following documentation:

ILO Evaluation Policy

https://www.ilo.org/eval/Evaluationreports/WCMS_603265/lang--en/index.htm

ILO Policy Guidelines for Evaluation

https://www.ilo.org/eval/Evaluationpolicy/WCMS_571339/lang--en/index.htm

Notably:

- Checklist 3 Writing the Inception Report

https://www.ilo.org/wcmsp5/groups/public/---ed_mas/---eval/documents/publication/wcms_165972.pdf

- Checklist 5 Preparing the Evaluation Report

https://www.ilo.org/wcmsp5/groups/public/---ed_mas/---eval/documents/publication/wcms_165967.pdf

- Checklist 7 Filling in the EVAL title page

https://www.ilo.org/wcmsp5/groups/public/---ed_mas/---eval/documents/publication/wcms_166363.pdf

- Checklist 8 Preparing the Evaluation Summary for Projects

https://www.ilo.org/wcmsp5/groups/public/---ed_mas/---eval/documents/publication/wcms_166361.pdf

- Template for evaluation title page

http://www.ilo.org/eval/Evaluationguidance/WCMS_166357/lang--en/index.htm

- Template for evaluation summary:

<http://www.ilo.org/legacy/english/edmas/eval/template-summary-en.doc>

ILO Evaluation Guidelines and Support Guidance Documentation

https://www.ilo.org/wcmsp5/groups/public/---ed_mas/---eval/documents/publication/wcms_176814.pdf

ILO Code of Conduct Agreement for Evaluators (to be signed along with the contract)

https://www.ilo.org/eval/Evaluationguidance/WCMS_649148/lang--en/index.htm

DAC Criteria for Evaluating Development Assistance

<http://www.oecd.org/development/evaluation/dcdndep/39119068.pdf>

Norms for Evaluation in the UN System

<http://www.uneval.org/document/detail/21>

Standards for Evaluation in the UN System

<http://www.uneval.org/document/detail/22>

Code of Conduct for Evaluation in the UN System

<http://www.unevaluation.org/document/detail/100>

Guidance 1.1 Integrating Gender Equality in Monitoring and Evaluation

https://www.ilo.org/wcmsp5/groups/public/---ed_mas/---eval/documents/publication/wcms_165986.pdf