

**Terms of Reference
Monitoring and Evaluation (M&E) Specialist**

BACKGROUND

About IFC

IFC, a member of the World Bank Group, creates opportunity for people to escape poverty and improve their lives. We foster sustainable economic growth in developing countries by supporting private sector development, mobilizing private capital, and providing advisory and risk mitigation services to businesses and governments.

IFC promotes 'gender-smart' solutions as a key pathway and outcome of sustainable economic growth. We work with partners in the private sector to close gender gaps, advance gender equality as smart business, and improve women's access to more and better jobs. In East Asia Pacific (EAP), we focus on building the business case for gender equality in the workplace by providing research and case studies that demonstrate how it can drive productivity, profitability, and performance. We promote peer learning platforms which enable companies to distil best practice, learn from each other, and drive positive change. We also provide tools and resources to recruit, retain, and promote women.

In Papua New Guinea (PNG) in 2014, with support from the Australian Government, IFC helped to establish the Business Coalition for Women (BCFW) as a registered local membership-based organization. BCFW works primarily with and for the private sector to drive positive change for women and businesses. With IFC technical and funding support, BCFW developed a range of practical business tools, services and resources to help members, including a package of services to support a structured workplace response to family and sexual violence (FSV) – a barrier to women and men's workforce participation. The services, including a model workplace policy and training program for staff who can serve as first points of contact for FSV issues, aimed at helping PNG businesses support staff who are experiencing FSV and to reduce the cost of FSV to businesses. These workplace responses are part of a whole of community approach to gender-based-violence and rely on referral to FSV services within the community. In PNG, however, few comprehensive services for survivors were available at the time; most gender-based-violence interventions focused on awareness raising (PNG National Strategy to Prevent and Respond to Gender Based Violence 2016-2025). An increase in the quantity and quality of FSV services was urgently needed.

To address this gap in services, in 2018 the Australian government, in partnership with private sector, government, and non-governmental actors, including IFC and BCFW, launched *Bel Isi PNG* - a public private partnership. *Bel Isi PNG* offers case management and safe house services for survivors of FSV and provides business leaders with transformational tools to support change in the workplace and community. Some *Bel Isi PNG* services are available to the public, while other are available to employees of companies that subscribe to the service. BCFW works closely with *Bel Isi PNG* subscribing

companies to develop and implement FSV workplace policies and procedures and provide FSV Contact Team¹ training. Together Bel Isi PNG and BCFW aims to improve workplace response to FSV in PNG.

IFC is seeking a researcher/M&E specialist to evaluate the impact of workplace responses to FSV in PNG from FY20-22. FSV disproportionately affects women and is a key contributing factor to the wide and slow-to-close gender gaps in the Pacific region. The data and analysis derived from this project is expected to increase the number of private sector firms in PNG taking proactive steps to support staff impacted by FSV.

OBJECTIVE

The objective of this assignment is to provide M&E support to IFC on measuring the business case for workplace responses to FSV in PNG.

SCOPE OF WORK

The consultant will work closely with IFC and BCFW to refine key data collection tools, contribute to the kick-off workshop, lead the enumeration workshop, support BCFW with data collection, analyze data and draft reports.

It is envisaged that the consultant will be engaged over the entire project (3 years); however, this ToR only outlines the scope of work to June 30, 2020.

The work is expected to include the following:

- 1) Participate in inception/call meeting
- 2) Review IFC’s theory of change (TOC), and other relevant material
- 3) Test IFC’s data collection tools
- 4) Participate in kick-off workshop
- 5) Lead enumerator training
- 6) Finalize IFC’s data collection tools
- 7) Support BCFW with data collection
- 8) Analyze data and draft baseline reports

It is envisaged that 3 Bel Isi PNG subscribing companies will participate in the study.

The STC contract is renewable. If renewed the contract may include other business case research on addressing gender-based violence as a workplace issue in EAP.

Deliverable	Detail	Time Frame
1. Participate in inception call/meeting	Participate in inception call/meeting with IFC and BCFW and finalize project plan and timelines	August 2019

¹ FSV Contact Team is a workplace specific group of people trained to be a point of call for those experiencing FSV. Team members refer employees to appropriate support services, and coordinate the assistance provided by the company.

2. Review IFC's TOC & other relevant materials	IFC will provide further background information on workplace responses to GBV including Theory of Change (TOC), case studies, training materials and previous business case research for consultant feedback	August 2019
3. Test IFC's data collection tools	Test IFC's data collection tools: <ul style="list-style-type: none"> - FSV and Work Baseline Employee Survey - Referral form (administered by FSV Contact Teams at subscribing companies) - Intake form and follow form (administered by Bel Isi PNG) 	August 2019
4. Participate in kick off workshop	Participate in workshop as part of IFC/BCFW team, with 3 subscribing companies and Bel Isi PNG to discuss methodology and data collection tools.	September 2019
5. Lead enumerator training	a) Develop and deliver training for enumerators – collect further feedback on data collection tools.	September/October 2019
6. Finalize IFC's data collection tools	b) Revise data collection tools as needed and finalize in collaboration with the EAP Gender Team, IFC M&E specialists and BCFW	October 2019
7. Support BCFW with data collection	BCFW will liaise with Bel Isi PNG and participating companies and will enumerate the staff survey as necessary. The consultant will: a) provide technical support to BCFW to ensure smooth roll-out of the data collection tools b) Address any technical issues that arise during data collection	November – December 2019
8. Analyze data and draft baseline reports	a) Undertake data analysis	January 2020
	b) Draft aggregate baseline report & company level baseline reports for each participating company	January 2020
	c) Revise reports based on feedback from IFC EAP Gender Team, IFC M&E specialists and BCFW	February 2020

The consultant will need to travel to PNG twice during the period of this TOR to participate in the kick-off workshop and to lead the enumerator training. It is envisaged that both missions will be between 3 to 5 days duration each.

SELECTION CRITERIA

IFC is seeking a short-term consultant with the following qualifications:

- Master's degree or equivalent in economics, statistics, development, business, or another relevant field
- Experience leading M&E activities on gender related programs
- Experience completing complex data analysis and working with large data sets to identify trends and to answer complex questions

- Experience producing high-quality written reports
- Experience working in PNG is desirable
- Willingness and ability to travel to PNG
- Over 10 years of relevant work experience

TERM

The consultant will be engaged for up to 50 days between 23 August 2019 and June 30, 2020.

REPORTING

The Consultant will report to Shabnam Hameed, Operations Officer, Gender, EAP.

TO APPLY FOR THIS POSITION

1. Login to: [https://wbgeconsult2.worldbank.org/wbgec/index.html#\\$h=1564043658728](https://wbgeconsult2.worldbank.org/wbgec/index.html#$h=1564043658728)
2. select 'Business Opportunities' on the header bar of the page
3. Search for selection number 1263829