

TERMS OF REFERENCE

Evaluation of the United Nations Road Safety Trust Fund (UNRSTF) Secretariat

I. Purpose

The purpose of this evaluation is to review the extent to which the objectives and activities of the project entitled “United Nations Road Safety Trust Fund (UNRSTF) Secretariat” were achieved. The evaluation will assess the relevance, coherence, effectiveness, efficiency, sustainability, and impact of the project.

The evaluation will consider the lessons learned, challenges, facilitators, and unintended consequences to implement the secretariat activities. Findings from the evaluation will inform and feed into UNRSTF’s future engagements.

II. Scope

This evaluation will be guided by the objectives, expected accomplishments, indicators of achievement and activities as established in the project document. The Fund’s efforts are focused on low- and middle-income countries, which are the worst affected by road crashes. The evaluation will cover the full period of implementation between 1 October 2018 and 31 December 2020.

This is not an evaluation of projects in countries financed by UNRSTF as each of these projects will be evaluated individually, but an evaluation of the work of the secretariat of the UNRSTF to provide logistical and operational advice and support to the Advisory Board and the Steering Committee.

The universally recognized values and principles of human rights and gender equality will be integrated at all stages of the evaluation, in compliance with the United Nations Evaluation Group’s revised gender-related norms and standards. Therefore, the evaluation will assess how gender considerations were included in the process and it will make recommendations on how gender can be included better in the process.

III. Background

United Nations Member States acknowledged the importance of road safety by agreeing on the Decade of Action for Road Safety 2011-2020. A Global Plan of Action for the Decade of Action outlined the core activities needed to improve road safety, within five thematic pillars. Furthermore, the 2030 Agenda for Sustainable Development included road safety in two of the

17 Sustainable Development Goals and targets (targets 3.6 and 11.2).

In recognition of the challenge of translating “plan” into “action”, the General Assembly in April 2016 adopted resolution 70/260 requesting the Secretary-General “to consider the possibility of establishing, from voluntary contributions, a Road Safety Trust Fund, to support the implementation of the Global Plan for the Decade of Action and the road safety-related Sustainable Development Goals, as appropriate, and to report thereon to Member States.” Pursuant to this resolution, the United Nations Economic Commission for Europe (UNECE) was tasked by the Secretary-General to be the lead entity in developing a proposal for establishing such a fund in collaboration with his Special Envoy for Road Safety, and the World Health Organization.

The United Nations Road Safety Trust Fund (UNRSTF) supports the continued implementation of the five pillars of the Global Plan for the Decade of Action for Road Safety and concrete action towards achieving the road safety related targets under Sustainable Development Goals 3 and 11. Building on the 11 years of experience of the World Bank’s Global Road Safety Facility, which include challenges in securing robust funding to support a wide geographical range of activities, the United Nations Road Safety Trust Fund focuses on scaling up activities and resources.

The UNRSTF has received roughly US\$ 20 million in pledges from 14 public and private sector donors since its launch in April 2018, exceeding its short-term target of securing more than US\$ 17 million by 2020.¹ There are currently 11 participating UN organizations to the UNRSTF, all of which bring their various substantive expertise and geographical presence to tackling road safety.

The governance structure of the Fund is composed of an Advisory Board, a Steering Committee, a Secretariat and an Administrative Agent. The UNRSTF is administered by the United Nations Multi-Partner Trust Fund Office (MPTF Office) which performs the Administrative Agent function.

As per the Fund TOR, the Secretariat is responsible for:

- i. Convening the Advisory Board and Steering Committee meetings, preparing the agendas and communicating decisions/recommendations;
- ii. Advising the Steering Committee on strategic priorities, programmatic and financial allocations;
- iii. Providing logistical and operational support to the Steering Committee and the Advisory Board;
- iv. Elaborating and ensuring compliance of the Operations Manual of the Fund;
- v. Organizing calls for proposals and appraisal processes;
- vi. Consolidating annual and final narrative reports for submission to the Advisory Board and the Steering Committee;

¹ UNRSTF Fundraising Strategy and Policy

http://www.unece.org/fileadmin/DAM/Road_Safety_Trust_Fund/Documents/UNRSTF_Fundraising_Strategy_21_Nov_2018.pdf

- vii. Conducting monitoring and evaluation and consolidate information in a result-based management system;
- viii. Liaising with the Administrative Agent on administration of the Fund; and
- ix. Undertaking resource mobilization under the guidance and supervision of the Steering Committee and the Advisory Board.

The UNRSTF started operating immediately after its launch in April 2018 with an interim Secretariat of volunteer staff from UNECE (Sustainable Transport Division including the Secretariat of the Special Envoy for Road Safety), UNECA, UNESCWA, UNESCAP and the World Bank, through 10 August 2018, and then further serviced by UNECE Sustainable Transport Division as acting secretariat to operationalize the Fund with the further formation of the governing bodies, handling of donations, the preparation of all founding documents, pilot projects and recruitment of formal staff. On 21 September 2018, UNECE Executive Committee approved project E316 “Secretariat to the UN Road Safety Trust Fund”, formalizing a permanent structure, with a budget of \$2,180,502 for 2 years and a Team comprising of 1 P-5, 1 P-4 and 1 GS-OL.

Currently, the activities of the UNRSTF Secretariat are being led by an Acting Head of Secretariat, who was appointed by the Director of UNECE Sustainable Transport Division on a voluntary basis from the Division. The Acting Head is supported by three Fund’s staff (1 P4, 1 P3 and 1 GS) and the Division.

IV. Issues

The evaluation will answer the following questions listed:

Relevance

1. To what extent are the activities of the UNRSTF Secretariat designed to support the UNRSTF’s vision and mission? Did the activities from the UNRSTF Secretariat support the implementation of the UNRSTF’s policies and priorities?
2. How relevant is the work of the UNRSTF Secretariat for UNECE and more specifically for its Transport subprogramme? What is the relationship to its Programme of Work?
3. How relevant are the project activities for the Programmes of Work of the Participating UN Organizations?
4. How relevant are the activities of the UNRSTF Secretariat with regards to gender equality and empowerment of women?
5. Does the UNRSTF Secretariat incorporate the perspective of vulnerable groups in its work? Did the UNRSTF Secretariat apply gender, rights-based and disability inclusion approaches in the design, implementation and results of the activities?

Coherence

6. How coherent was the design of project approved by UNECE EXCOM and the development intervention vis-à-vis the expected accomplishments and the planned activities?
7. What lessons can be learnt from the project design, including its M&E framework?

8. Were the project activities coherent with global and regional goals and priorities in road safety?
9. How coherent was the collaboration of the UNRSTF Secretariat with other entities in the UN system and other international organizations to achieving the mandate of UNRSTF?

Effectiveness

10. How effective was the UNRSTF Secretariat to provide logistical and operational support to the Advisory Board and the Steering Committee?
11. To what extent were the project activities of the UNRSTF Secretariat accomplished?
12. How effectively did the project activities of the UNRSTF Secretariat contribute to the Fund's operationalization, development of its strategies and plans, formulation of rules, advocacy and priority setting?
13. How effective are the Secretariat activities to helping the UNRSTF achieve the objectives of its mandate?
14. How effective was the UNRSTF Secretariat in implementing the UN rules, the Fund's rules and its Operations Manual?
15. What were the challenges/obstacles to achieving the project objectives and expected accomplishments?
16. What are the specific challenges created by the Covid-19 situation?
17. To what extent have the project activities promoted gender equality or women's empowerment?
18. To what extent have the project activities promoted human rights?

Efficiency

19. Has the UNRSTF Secretariat accomplished its planned activities, as planned in the EXCOM document, within the anticipated budget and allocation of resources?
20. Were the resources (financial and human) appropriate to the design of the Fund?
21. Were the activities implemented according to the planned timeframe?
22. How efficient was the support (substantive servicing, implementation of decisions and recommendations) provided by the UNRSTF secretariat to the Advisory Board and Steering Committee?
23. How efficient was the UNRSTF secretariat in organizing the calls for proposals (from the preparation for the call to evaluation of proposals and disbursement of funding)?
24. To what extent has the UNRSTF been successful in raising funds through its resource-mobilization activities?

Sustainability

25. To what extent have Participating UN Organizations and final beneficiaries demonstrated ownership and commitment towards the work of this project?
26. To what extent did the UNRSTF attract and sustain interests of Member States and donors?
27. What are the lessons learnt from the support provided by the UNRSTF Secretariat to the Fund during the period?
28. To what extent has the UNRSTF Secretariat appropriately considered and mitigated risks?

29. Has the project helped to strengthen the application of gender mainstreaming principles and contribute to substantial and meaningful changes in the situation of the most vulnerable groups?

Impact

30. To what extent did the work of the UNRSTF Secretariat contribute towards strengthening road safety management capacity for reducing road fatalities and serious injuries in low- and middle-income countries?
31. To what extent did the support provided by the UNRSTF Secretariat contribute in supporting road safety programmes at the national and local levels across the five pillars for road safety?
32. To what extent have the project activities contributed to the impact of the Participating UN Organizations on improving road safety?
33. What has been the impact of hosting the UNRSTF Secretariat for UNECE? Could lessons be drawn from this experience?
34. Were there any unintended effects on any groups that were not adequately considered in the intervention design?

V. Methodology

The evaluation will be conducted on the basis of:

1. A desk review of all the relevant documents including:
 - Secretariat and project materials;
 - Foundational documents of the Fund;
 - Governing body meeting documents and lists of decisions;
 - Newsletters, brochures, videos, and other communications material;
 - UNRSTF financial and narrative annual reports.

The above material and documents will be provided to the evaluator by the UNRSTF secretariat, which will include a list of involved experts or stakeholders that can be interviewed by telephone.

2. An electronic questionnaire will be developed by the consultant to assess the perspectives of the Participating UN Organizations, governing body members, partners etc.; the results of the survey will be disaggregated by gender and location.

3. This questionnaire will be followed by selected interviews (methodology to be determined by the evaluator in consultation with the secretariat). The interviews will take place via phone or other electronic means of communication. Results of the survey will be disaggregated by gender.

4. An evaluation mission to Geneva is recommended, assuming that the Covid-19 situation permits it. The mission will entail key informant interviews and focus group discussions.

The Inception report (max. 15 pages without annexes) must include the methodology proposed to rollout the evaluation including evaluation questions and timelines by which the data should become available, preliminary findings from the desk review, data collection instruments, statement of possible limitations and mitigations, work plan and timeline.

The Evaluation report (maximum of 30 pages, not including annexes) will summarize the findings, conclusions and recommendations of the evaluation. An executive summary (max. 2 pages) will sum up the methodology of the evaluation, key findings, conclusions and recommendations.

The report should include inter alia the following mandatory annexes:

- Theory of Change of the evaluation – to be developed at the Inception Report stage;
- Theory of Change of the UNRSTF secretariat activities and staffing;
- Terms of Reference of the evaluation (the current document);
- Details of data used as part of the evaluation;
- List of meetings/consultations attended;
- List of persons and organizations interviewed with informed consent of interviewees
- List of documents/publications reviewed and cited;

Evaluation Brief: The Draft and Final Evaluation Brief is expected to be a clear and concise analysis of the evaluation findings, to include photos, tables, and infographics, in a maximum of 4 pages.

All material needed for the evaluation, will be provided to the consultant. In addition to the documents mentioned above in 1), the Project Manager will provide the list of persons to be interviewed by telephone. ECE will provide support and further explanation to the evaluator as needed.

The evaluation will be conducted in accordance with the ECE Evaluation Policy. A gender-responsive methodology, methods and tools, and data techniques are selected. The evaluation findings, conclusions and recommendations reflect a gender analysis.

VI. Evaluation schedule²

- 25 September 2020: ToR finalized, and evaluator selected
- 26 October 2020: Desk review of all documents provided by ECE to the evaluator
- 16 November 2020: Delivery of inception report including design of survey
- 23 November 2020: Feedback on inception report by the Programme manager
- 30 November 2020: Launch of data gathering
- 14 December 2020: Conducting telephone interviews
- 18 January 2021: Possible visit to Geneva for in-person interviews
- 25 January 2021: Analysis of collected information

² Final timetable to be agreed following engagement of the evaluator

15 February 2021: Draft report sent to Programme Manager

1 March 2021: Comments to evaluator after review by PM and PMU

15 March 2021: Final report

VII. Resources

Madeeha BAJWA, Programme Officer, Partnerships, will manage the evaluation in consultation with Romain HUBERT, Acting Head of UNRSTF Secretariat, and Yuwei Li, Director, UNECE Sustainable Transport Division. The Programme Management Unit (PMU) will provide guidance to the Project Manager and evaluator as needed on the evaluation design, methodology and quality assurance of the final draft report.

VIII. Intended use/next steps

The evaluation will be consistent with the UNECE Evaluation Policy. The results of the evaluation will be used in the planning and implementation of future activities of the UNECE, particularly in the continuation of the UNRSTF Secretariat.

A management response to the evaluation will be prepared by ECE, and relevant recommendations implemented as scheduled in the management response. Progress on implementation of recommendations will be available on the ECE public website.

The outcomes of the evaluation will also contribute to the broader lessons learned, by being made available on the project website (UNECE sub-page) and will be shared with the Fund's governing bodies.

IX. Criteria for applicants

The evaluator should have the following qualifications:

- An advanced university degree or equivalent background in relevant disciplines, with specialized training in areas such as evaluation, project management.
- 10 years of demonstrated relevant professional experience in design, management and conduct of evaluation processes with multiple stakeholders, survey design and implementation, and project planning, monitoring and management.
- Demonstrated methodological knowledge of evaluations, including quantitative and qualitative data collection and analysis for end-of-cycle project evaluations.
- Relevant professional experience in design and management of evaluation processes with multiple stakeholders, survey design and implementation, project planning, monitoring and management, gender mainstreaming and human-rights due diligence.
- Knowledge of transport and/or road safety issues in low- and middle-income countries is desirable.
- Fluent in written and spoken English.

Each evaluator will be required to submit a proposal with the following:

- a. Proposed methodology.
- b. Proposed timeline (in Gantt format) to complete the assignment, in line with the timeframe of the evaluation schedule.
- c. An annex with a list of evaluation work.
- d. An annex of at least one sample of evaluation work.

Evaluators should declare any conflict of interest to UNECE before embarking on an evaluation project, and at any point where such conflict occurs.