Consultancy – Support to Management of Regional and Country Office Evaluations

UNICEF works in some of the world’s toughest places, to reach the world’s most disadvantaged children. To save their lives. To defend their rights. To help them fulfill their potential.

Across 190 countries and territories, we work for every child, everywhere, every day, to build a better world for everyone.

And we never give up.

For every child, a better future

UNICEF works to ensure the rights of all children in the East Asia and Pacific Region. This means the rights of every child living in this country, irrespective of their nationality, gender, religion or ethnicity, to:

- **survival** – to basic healthcare, peace and security;
- **development** – to a good education, a loving home and adequate nutrition;
- **protection** – from abuse, neglect, trafficking, child labour and other forms of exploitation; and
- **participation** – to express opinions, be listened to and take part in making any decisions that affect them

How can you make a difference?
The Evaluation Section, UNICEF East Asia and Pacific Regional Office (EAPRO) is seeking an individual consultant to provide technical support to EAPRO evaluation section and to the management of Project/Programme/Thematic/Country Programme and Regional evaluations.

Work Assignment:
The consultant will be under the direct supervision of EAPRO Regional Adviser - Evaluation with overall oversight by the EAP Regional Adviser - Evaluation.

To achieve the objectives of this assignment, the consultant will provide technical support throughout evaluation processes from preparation and design through to implementation, dissemination and use to ensure the production of independent and credible evidence that meets high professional standards in line with UN norms and standards.
for Evaluation, UNEG codes of conduct for evaluation in the UN system and Ethical Guideline, embodied in UNICEF’s evaluation standards. In support of EAP Regional Adviser—Evaluation the consultant will provide technical assistance for:

i) Technical support on evaluations at regional and country level:

- Together with concerned programme staff in RO and/or CO, managing evaluation process from conceptualization. Additionally, the consultant will support:
- EAPRO Regional Advisor – Evaluation and other programmes and CO senior management for scoping regional and country level evaluations, including CPEs and strategic evaluations, clarifying its intent and identifying key issues;
- In consultation with RO and CO, drafting initial concept notes for regional evaluations as well as for CPE, identifying key stakeholders and establishing an Evaluation Management Group (EMG) and a Reference Group (RG) involving CO senior management and external partners – as well as RO and HQ stakeholders as relevant;
- Contributing to Development of the evaluation Terms of reference (TOR) for regional evaluations as well as CPE, including sharing the draft TOR with the Regional Adviser - Evaluation, RO Evidence group, participating CO(s) and RG for review, using their feedback to finalise the document;
- Consolidating a repository of information needed for the evaluation before start of inception that will be accessible to the evaluation team;
- Providing technical input on evaluation team selection;
- Facilitation of evaluation team orientation meetings;
- Liaison with the evaluation team as needed;
- RO and/or CO for convening RG at key stages of the evaluation on behalf of the chair, and provision of secretariat services;
- Coordination with the evaluation team and the participating CO staffs to prepare field site visit schedules in line with the requirements agreed in the inception phase and organization of meetings (including a briefing and debriefing);
- Organization of a workshop with the evaluation team, RG and key stakeholders to validate evaluation findings and proposed recommendations;
- As appropriate, organization of a brief session at the end of the process to reflect on the lessons and the process - with a representative of the consulting firm or the team leader;
- Providing technical support in Conducting of evaluability assessment of planned evaluations based on EAPR COs requests;

ii) Technical support on Strengthening evaluation quality assurance:

- Providing initial technical review and comments on draft of TOR, inception and evaluation report to ensure that evaluation deliverables are fully compliant with the UNEG Norms and Standards and UNICEF evaluation quality and ethical standards as well as relating guidelines;
- Sharing the final draft TOR, inception and evaluation report with RG and relevant stakeholders for their review and comment;
- Collating all comments received on draft inception and evaluation report in a matrix and following up to ensure that the evaluation team address all of them or provides a rationale if any comments are not addressed;
- Quality assure Regional and CO evaluation deliverables submitted including inception and evaluation reports in timely manner;
iii) Technical support on Promoting evaluation dissemination and use:
- Ensuring a high level of communication with RO and CO throughout the entire process to foster ownership and use of the evaluation;
- Developing an evaluation dissemination plan for regional and CO evaluations when needed;
- Facilitating the development of a management response and dissemination of the evaluation report and its findings with all evaluation stakeholders;
- Distilling evaluation findings and preparing appropriate policy and communication briefs of evaluation findings and recommendations with the objective to support uptake of evaluation findings - in particular in support of countries developing CPDs in 2020;
- Identifying lessons and good practices from EAPR evaluations, innovations and emerging knowledge on evaluation related matters and disseminating them to UNICEF and external stakeholders;

iv) Technical Support on Capacity development of EAP RO/CO staffs:
- Training and strengthening capacity on evaluation planning and management to staffs either in RO and/or COs, when needed;

v) Other assignments as may be assigned to her/him

Estimated Duration of Contract: 11.5 months from 1 October 2019 – 15 September 2020.

Official Travel: The consultant will be expected to travel to some countries in EAPR.

To qualify as an advocate for every child you will have:
- Master’s degree in public health, international development, public policy, social sciences, development economics, monitoring and evaluation or related field.
- Relevant 8-10 years of experience in research and evaluation in an international development context
- At least eight years of working experience.

Skills and capabilities:
(Professional Foundations)
- Solid knowledge of evaluation ethics, norms and standards and human rights and gender equality.

(Technical Evaluation Skills)
- Ability to oversee and provide guidance to others in the selection and application of high quality, credible, analytical approaches and qualitative and quantitative methods appropriate to evaluation needs.
- Ability to identify and use appropriate evaluation designs based on the context.
- Ability to analyze data from diverse sources, validate data accuracy and quality and credibility of evaluation findings.
- Skills and formal training in evaluation.

(Management Skills)
- Ability to develop a realistic workplan for evaluations as well as to develop mechanisms to implement and manage evaluations.
- Ability to coordinate evaluation processes in order to establish relevant stakeholder groups and manage them.

(Interpersonal Skills)
- Advanced skills in communicating, influencing and managing stakeholder relationships.
- Ability to work in and manage teams, conflicts and solve problems.
• Solid facilitation skills to engage diverse internal and external stakeholders proactively and support their dialogue.
• Solid negotiation skills to ensure effective and high-quality evaluation process without compromising ethical conduct.
• Solid knowledge sharing skills and ability to develop and implement dissemination plans.
• Ability to concisely and clearly express ideas and concepts in written and oral form.
• Ability to communicate with various stakeholders in English.

(Promote culture of learning for evaluation)
• Solid knowledge of policy and programme evaluations and ability to communicate the value of evaluation to stakeholders.
• Solid knowledge of utilization-focused evaluations and the ability to promote the engagement of users.

Desired Experience in the:
• Development and/or management of evaluation processes at country, regional or global level, spanning from a policy to programme evaluations as well as managing evaluation team(s).
• Conduct and/or management of CPE and regional evaluations.
• Support evaluation training and capacity development.
• Multi-cultural environment.
• East Asia and the Pacific region.

The competencies required for this post are:
• Influencing – using evidence/data to support programmatic decision-making.
• Capacity building of national staff.
• Cross-sectoral cooperation.
• Analyzing.

Interested candidates are requested to submit CV or P-11, full contact information of minimum 2 references, availability, and proposed monthly professional fee, and all-inclusive travel costs to/from Bangkok and other incidentals in USD by 30 September 2019. Please note the air tickets under UNICEF contract shall be re-routable, refundable type (economy class and most direct route). The consultant will be responsible for own travel insurance, visa fee and terminal expenses.

For every Child, you demonstrate...

UNICEF’s core values of Commitment, Diversity and Integrity and core competencies in Communication, Working with People and Drive for Results.

View our competency framework at


Only shortlisted candidates will be contacted and advance to the next stage of the selection process.

-------------
UNICEF is committed to diversity and inclusion within its workforce, and encourages all candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons living with disabilities, to apply to become a part of the organization.

UNICEF has a zero-tolerance policy on conduct that is incompatible with the aims and objectives of the United Nations and UNICEF, including sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination. UNICEF also adheres to strict child safeguarding principles. All selected candidates will, therefore, undergo rigorous reference and background checks, and will be expected to adhere to these standards and principles.