**ANNEX 1.**

**TERMS OF REFERENCE FOR INDIVIDUAL CONTRACTORS/ CONSULTANTS**

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| **PART I** | | |
| Title of Assignment | ***Evaluation contractor*** | |
| Section | **Evaluation ESARO** | |
| Location | *Remote/home-based* | |
| Duration | *6 months* | |
| Start date | **From:** *01/09/2021* | **To:** *28/02/2022* |

**Background and Justification**

Evaluations are critical to UNICEF’s mission of helping realise the rights of every child, especially the most disadvantaged. Evaluations help UNICEF improve its performance and results by supporting evidence-based programmatic decisions, organisational learning, and accountability for UNICEF’s contribution to results for children.

Under the 2018 Revised Evaluation Policy of UNICEF, the Regional Office -- under the leadership of the Regional Director -- is responsible for upholding norms of the United Nations Evaluation Group (UNEG) while managing and conducting regional level evaluations, providing technical support and oversight to evaluation function in country offices, enhancing use and uptake of evaluations, support evaluation systems strengthening, including national evaluation capacity development (NECD), and enhancing partnerships for evaluation with UN agencies, national evaluation associations, non-governmental organisations and academic institutions.

Recognizing the increasing demand for evaluations and evaluative work, the ESARO Evaluation Section aims to recruit a consultant to support the team in the management of evaluations, particularly in Lusophone countries, and to support the strengthening of the evaluation function across ESAR.

**Scope of Work**

1. ***Goal and Objectives*:**

Under the supervision of the Multi-Country Evaluation Specialist and overall guidance of the Regional Evaluation Advisor, the consultant will work on:

* Strengthening the evaluation function in ESAR through collaboration with country offices on planning, managing and conducting evaluations;
* Advocating, monitoring of, and reporting on, the Regional Evaluation Framework;
* Supporting the use of UNICEF’s Evidence Information System Integration (EISI) through technical support;
* Supporting and engaging with global and Evaluation Office-led evaluation processes and initiatives;
* Serving as ESARO’s main focal point on the coordination and management of PCA related activities, working closely with ESARO’s Programme Associate, country offices, the Evaluation Office, and CLEAR-AA.

1. ***Reference to work plan:***

*Programme Effectiveness/Evaluation/Timely and rigorous evaluations yield findings and recommendations that are used by UNICEF, governments, civil society and development partners, to strengthen programmes and support advocacy for children.*

1. ***Work relationships****:*

The contractor will be supervised by the Multi-Country Evaluation Specialist in ESARO. The consultant will have direct contact with all ESARO Evaluation Section staff and other Regional Office staff, as well as Evaluation focal points in 21 country offices.

1. ***Outputs/Deliverables:*** 
   1. National Evaluation Development Capacity (NECD)

* Support the management of the Partnership Cooperation Agreement (PCA) with the Centre for Learning on Evaluation and Results (CLEAR).
* Monitor the progress made on NECD activities under the PCA, monthly and quarterly.
* Amend the programme document and related work plan and budget, as activities, timelines, scope and budget change.
* Support the pre-authorisations and reimbursements *or* advance payments and liquidation documentation on a quarterly basis. This includes:
  + Monitoring of budget vs balance sheet, to ensure no activity goes over the agreed budget of country offices and the Evaluation Office.
  + Verification of ICE and FACE forms and having them signed by the Director of CLEAR-AA and the Regional Evaluation Advisor of ESARO.
  + Ensuring advance liquidations are documented in VISION within the three-to-six-month window.
  + Working with the programme associate to ensure successful fund transfer.
* Provide entries on quarterly ESARO cash forecast.
* Facilitate the establishment of a new PCA and extension of the current PD.
* Maintain an online folder of all PCA-related documents and files.
* Ensure PSEA risk rating for CLEAR-AA is up-to-date.
* Provide supports on PCA-related matters, as guided by the Regional Evaluation Advisor, including, but not limited to, potential expansion of the PCA (e.g. including new countries); monitoring and reporting on PCA activities, in consultation with the ESARO HACT Programme Specialist; keeping eTools information and documentation on the PCA updated).
  1. Support the management of impartial, credible and independent evaluations, which adhere to UNEG’s and UNICEF’s quality standards
* Support the management of evaluation synthesis, Country Programme Evaluation, multi-country, and programmatic evaluations across the region.
* Assist in evaluation planning, including preparation of Terms of Reference.
* Support the quality assurance process by reviewing inception and draft reports.
* Support the application of quantitative and qualitative data collection and analysis tools, techniques and approaches.

**TERMS OF REFERENCE FOR INDIVIDUAL CONTRACTORS/ CONSULTANTS**

* 1. Serve as the Focal Point for Lusophone Countries
* Support Angola and Mozambique Country Offices in quality assurance, technical support and capacity building in planning, managing and conducting evaluations.
  1. Support evaluation use and uptake
* Assist in the monitoring of management responses to evaluations.
* Participate in meetings, workshops and other dissemination events to discuss the importance and usefulness of evaluation results.
  1. Knowledge management
* Assist country offices in use of Integrated Evidence Information Systems (EISI).
* Oversee knowledge management for the section through maintaining the section’s ECM/SharePoint site and providing support to COs as needed.
* Support information sharing on evaluation results by consolidating findings, lessons learned and recommendations

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| **Deliverables** | **Duration**  **(Estimated # of days or months)** | **Deadline** | **Schedule of payment** |
| Detailed monthly report on deliverables\* | 1 month | 30 September 2021 | 30 September 2021 |
| Detailed monthly report on deliverables\* | 1 month | 31 October 2021 | 31 October 2021 |
| Detailed monthly report on deliverables\* | 1 month | 30 November 2021 | 30 November 2021 |
| Detailed monthly report on deliverables\* | 1 month | 31 December 2021 | 31 December 2021 |
| Detailed monthly report on deliverables\* | 1 month | 31 January 2022 | 31 January 2022 |
| Final report | 1 month | 28 February 2022 | 28 February 2022 |

\* In line with the detailed work plan to be established at the beginning of the consultancy

**Payment Schedule**

Payment will be made on a monthly basis upon the satisfactory completion of the deliverables and satisfactory performance.

**Desired competencies, technical background and experience**

* Bachelor’s or 1st university degree (or equivalent) in Economics, International Development, International Affairs or related areas
* A minimum of 2 years of experience in the management of evaluations
* Excellent written and oral communication skills in English and Portuguese required
* Advanced knowledge of French is highly desirable.
* Experience in the Eastern and Southern Africa region and familiarity with its development landscape is highly desirable
* Knowledge management experience.
* Excellent organizational skills, attention to detail
* Familiarity with UNICEF evaluations and programming is an advantage
* Excellent interpersonal skills to work with a range of stakeholders
* Ability to work independently and deliver against tight deadlines

Core competencies

The consultant is expected to uphold UNICEF’s values of Care, Respect, Integrity, Trust, and Accountability (CRITA) and the following core competencies:

* Demonstrates Self Awareness and Ethical Awareness
* Works Collaboratively with others
* Builds and Maintains Partnerships
* Innovates and Embraces Change
* Thinks and Acts Strategically
* Drive to achieve impactful results, and Manages ambiguity and complexity.

To view our values and competency framework please visit the following links: [Our Values](https://www.unicef.org/careers/get-prepared#Values) and [Our Competencies](https://www.unicef.org/careers/get-prepared#Competencies).

**Administrative issues**

The Evaluation Section at UNICEF ESARO will provide quality assurance and oversight for the contractor’s work with substantial feedback on the quality of the deliverables. The contractor will work under direct supervision and guidance of the Multi-Country Evaluation Specialist and in close coordination with the rest of the Evaluation Section as well as with Evaluation focal points in Angola and Mozambique.

**Conditions**

The contractor will be home-based, utilizing non-UNICEF equipment, e.g. computers, and designing software in carrying out this assignment. Any cost incurred, including the Internet and phone, will be covered entirely by the consultant.

As per UNICEF DFAM policy, payment is made against approved deliverables. No advance payment is allowed unless in exceptional circumstances against bank guarantee, subject to a maximum of 30 per cent of the total contract value in cases where advance purchases, for example, for supplies or travel, may be necessary.

The candidate selected will be governed by and subject to UNICEF’s General Terms and Conditions for individual contracts.

**Risks**

No specific risks are anticipated during this assignment except, in unlikely circumstances, delays in submission of deliverables. Effort will be undertaken to mitigate this by closely working with the consultant to ensure that each of the deliverables is submitted and available by the due date.

**How to Apply**

Qualified candidates are requested to submit a cover letter and CV via the vacancy announcement {insert link}

Interested consultants to indicate ability, availability and monthly rate to undertake the terms of reference.

**Applications submitted without a fee/ rate will not be considered.**