

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS
NATIONAL CONSULTANCY ON MONITORING AND EVALUATION

1. Background:

The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does — in programmes, in advocacy and in operations. The equity strategy, emphasizing the most disadvantaged and excluded children and families, translates this commitment to children's rights into action. For UNICEF, equity means that all children have an opportunity to survive, develop and reach their full potential, without discrimination, bias or favoritism. To the degree that any child has an unequal chance in life — in its social, political, economic, civic and cultural dimensions — her or his rights are violated. There is growing evidence that investing in the health, education and protection of a society's most disadvantaged citizens — addressing inequity — not only will give all children the opportunity to fulfill their potential but also will lead to sustained growth and stability of countries. This is why the focus on equity is so vital. It accelerates progress towards realizing the human rights of all children, which is the universal mandate of UNICEF, as outlined by the Convention on the Rights of the Child, while also supporting the equitable development of nations.

UNICEF Mongolia is starting its new Country Programme in 2023 with the five thematic focuses:

Outcome 1: Health and Nutrition Development

Outcome 2: Education

Outcome 3: Child Protection

Outcome 4: WASH and Climate Change

Outcome 5: Social Inclusion and Evidence

These thematic areas will collaboratively work with cross-cutting areas of Adolescents Development, Early Childhood Development, Social Behaviour Change through key change strategies of advocacy and communications, community engagement, evidence generation, knowledge management, digitalization, gender, innovation, partnerships, humanitarian and development nexus, and system strengthening. In the new Country Programme, the office is shifting its approach from focusing on pre-selected provinces (3 provinces) to comprehensively invest UNICEF interventions to emphasizing the needs-based programming (soum approach) to target the needs nationwide (21 provinces).

UNICEF's strong focus on evidence-based approach for which this Monitoring and Evaluation Consultant will play a key role to ensure office accountability and transparency to ensure leaving no one behind.

2. Purpose of Assignment:

Under the direct supervision of the Deputy Representative (P4) and close communication with the Monitoring and Evaluation Officer (NOB) and Community Development Specialist (NOC), the M&E

Consultant will be responsible for office-wide end-year reporting and planning for new Country Programme Document along with the Annual Work Plan in the system. S/he will ensure the data accuracy and analyze the results accumulated within the current 5-year CPD to showcase the lessons learned and good practices in the annual report.

3. Scope of Work:

- Work collaboratively with colleagues to obtain accurate data with evidence and ensure the accurate reporting against set indicators
- Analyze the lessons learned and good practices to explore for scale-up and to project UNICEF Mongolia Country Office
- Consolidate inputs and highlights of the current CPD results from programme colleagues for annual report
- Draft reports related to the end-year, end-cycle and other periodic office-wide reports
- Support the planning and conduction of the End-cycle Review meetings for further dissemination of the findings
- Participate in monitoring and evaluation exercises, programme reviews and annual sectoral reviews with government and other counterparts to assess programmes/projects, and to report on required action/interventions.
- Prepare regular and mandated sectoral programme reports for management, donors and partners to keep them informed of programme progress.

4. Programme Area and Specific Project Involved:

- Primary with Programme Effectiveness (M&E) and secondaly with all outcomes and outputs

5. Contract duration (start and end date):

3 months

6. Type of engagement:

☒ Full-time, office based

Full-time, office based: Contractors will be working 5 weekdays and following the office hours of the duty station, and they must report to their supervisors any absence from work. Contractors are eligible for 1.5days of Paid Time Off per month and paid UN official Holidays.

7. Deliverables, Timeframe and Payment Schedule:

Deliverables	Timeline	Payment Schedule
Progress report	Monthly	Monthly
Meeting note of end-cycle reviews	30 Nov 2022	Monthly
Draft RAM	15 Dec 2022	Monthly

If Full-time consultant: (suggest)

The consultant will be paid upon the presentation and acceptance of the satisfactory monthly progress report with the completion of key deliverables.

8. Project Management:

Direct supervisor: Ayako Kaino, Deputy Representative

Frequency of performance review: Monthly

9. Qualifications and requirements:

- a. **Minimum qualifications required:** University degree in social sciences, development planning, planning, evaluation, survey implementation, advanced statistical research.
- b. Relevant working experience:
 - Professional work experience in data collection and analysis, programme development and implementation, including monitoring and evaluation activities
 - Two years of relevant professional work experience and field work experience
 - Working experience in UN agencies and/or INGOs is an asset.
- c. Knowledge/expertise/ skills required: Fluency in written and speaking English is required.
- d. UNICEF values and competency required
 - Core Values
 1. Care
 2. Respect
 3. Integrity
 4. Trust
 5. Accountability
 - Core Competencies
 1. Demonstrates Self Awareness and Ethical Awareness (1)
 2. Works Collaboratively with others (1)
 3. Builds and Maintains Partnerships (1)
 4. Innovates and Embraces Change (1)
 5. Thinks and Acts Strategically (1)

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6. Drive to achieve impactful results (1)
7. Manages ambiguity and complexity (1)