

Individual Consultancy: Multi
country evaluation consultant
(Cambodia, Malaysia, Myanmar)
-6 months



UNICEF Cambodia

1. Background

Working through the country program of cooperation, and likewise through the United Nations Sustainable Development Partnership Framework (UNSDPF), UNICEF assists countries to realize the rights of all children. This involves strategies and programs ranging from innovative and experimental to those at scale. The effectiveness and impact of the strategies and programs must be determined. Evaluation is a critical function for understanding if development objectives have been met in a way that contributes to the progressive realization of children's rights. To this end, evaluations assist program managers to make necessary adjustments or to confirm that the program can continue to advance to scale. Evaluations have an accountability objective, to assure partners that resources guided through UNICEF are used effectively and efficiently, and that there is a willingness to change when results can be improved. Furthermore, evaluation, together with other sources of evidence contributes to country, organizational and global learning. Evaluation also supports civic empowerment and behavioral change goals when it is implemented in a participatory way that allows stakeholders and rights holders to acquire the skills to assess development initiatives and to hold duty bearers to account.

The Multi Country Evaluation Specialist for Cambodia, Malaysia and Myanmar will be on maternity leave from December 2021 until May 2022, and a consultant is being sought to cover during this period. In this regard, the consultant's role will be aligned with the role of the Specialist during her absence. The Specialist ensures credibility, impartiality, and independence of the evaluation function in the COs under her/his responsibility. He/she also facilitates the development and implementation of evaluation workplans in each Country Office and provides guidance and technical support to sectors and to the Country Management Team as well as the national government on evaluation and on related matters. The MC Evaluation Specialist helps the Country Offices to manage its evaluation partnerships, including inter-agency relations within the UN, and collaboration with the Regional Office and Headquarters. The Specialist may also be assigned more specific duties that enable her/him to be a resource person across the region, including methodological work, resource mobilization, and procurement support for evaluations. The Specialist is responsible for contributing to the design and effective conduct and uptake of evaluations in accordance with the UNICEF evaluation policy. He/she ensures that the UNEG Norms and Standards for evaluation as well as well UNICEF evaluation coverage benchmarks and quality standards are upheld.

2. Purpose

The purpose of the consultancy is to ensure continuity to all evaluations and evaluative efforts that are currently being undertaken in Cambodia, Malaysia and Myanmar during the maternity leave of the Multi country evaluation specialist. This includes the developing of TORs according to CEP timelines, quality assurance and oversight of ongoing evaluation contracts, support to monitoring and reporting of management response to finalized evaluations and oversight and guidance to the evaluation interns who will be engaged to support the function.

3. Work Assignments

Cambodia:

- Manage the ongoing Climate Resilient WASH evaluation, including leading the Evaluation Management Team, engaging with the EMT and evaluators on a bi-weekly basis, provide quality assurance and oversight to the remaining deliverables (final report, final benchmarking paper, final PPT and summary infographic) expected to be finalized by February
- Manage the ongoing two pronged evaluation on social protection, including leading the Evaluation Management Team, engaging with the EMT and evaluators on a bi-weekly basis, provide quality assurance and oversight to the remaining deliverables (preliminary findings report, final report, final benchmarking paper, final PPT and summary infographic) expected to be finalized by February/March
- Support the co-management, together with Regional Office, of the Cambodia Country Programme Evaluation, which is expected to start in January and finalize in June 2022. Engage with evaluation team and Cambodia management to ensure alignment between evaluation and office priorities and expectations of the CPE. Maintain communication between RO, management and evaluators. Provide quality assurance and guidance to all deliverables (inception report, preliminary findings report, final report) as well as ensure active participation from CO management in validation of findings and co-creation of recommendations.
- Engage with Child Protection Section in the scoping and development of the TORs for the Child Protection Outcome Evaluation. Final draft of TOR expected in April/May 2022.
- Engage with Education Section in the scoping and development of the TORs for the Impact evaluation of the education capacity development partnership fund – Phase III. Final draft of TOR expected in March 2022.
- Be an active member and secretariate of the Research and Evaluation Steering Committee in the office and prepare the RESC meetings together with the M&E officer on a quarterly basis
- Follow up the management response for the Evaluation of the Violence Against Children Action Plan and report progress to RESC on quarterly basis
- Support quality assurance to large research and studies conducted in the office
- Support quality assurance to large research and studies conducted in the office including participation in relevant management meetings (including PMG, CMT, what's up)
- Update the summary of undertaken evaluations with evaluations ending in 2021/early 2022

Malaysia:

- Manage the ongoing Country Led Diversion Pilot Evaluation, including leading the Evaluation Management Team, engaging with the EMT and evaluators on a bi-weekly basis, provide quality assurance and oversight to the remaining deliverables (final report, final benchmarking paper, final PPT and summary infographic) expected to be finalized by February
- Engage with relevant sections (TBD) to implement the evaluations that will be on the CEP and in particular draft the TOR for the evaluation set to start in July 2022 (TOR ready by April)
- Support quality assurance to large research and studies conducted in the office
- Follow up the management response for the Business Engagement Evaluation and report progress to CMT on a quarterly basis
- Support the PCA with University of Malaya on NECD
- Support the development of the Country Programme Action Plan (CPAP) Document (January-May)

Myanmar:

- Support the quality assurance and provide evaluation guidance on the Brightstart impact evaluation (RCT) that is ongoing
- TBD and subject to evaluation restarting: Manage the Rural Water Supply evaluation, including leading the Evaluation Management Team, engaging with the EMT and evaluators on a bi-weekly basis, provide quality assurance and oversight to the remaining deliverables (final report, final benchmarking paper, final PPT and summary infographic)
- Manage the ECI Pilot Services Evaluation, engaging with the EMT and evaluators on a bi-weekly basis, provide quality assurance and oversight to the deliverables
- Support the RO in the deployment of an L2 emergency evaluation, potentially combined with the Country Programme Evaluation which was paused in 2020.
- TBD: Follow up the management response for the PF4C evaluation and report progress to CMT on a quarterly basis
- TBC: Support the Evaluation plans linked to the GPE proposal

Cross country

- For all three countries, prepare the evaluation workplan at the beginning of the year
- Engage in monthly meetings with regional office and other MCES and provide updates on evaluation agenda of the countries covered
- Support and engage the in NECD initiatives organized with the RO and other MCES

4. Qualifications or Specialized Knowledge/Experience Required

Academic qualifications:

Education: An Advanced University Degree in the social sciences, economics, public policy, statistics, or in research methods is required. A degree or certification/accreditation in Evaluation is a significant advantage.

Experience:

- A minimum of 8 years of professional experience in the implementation of equity-focused evaluations and the management of the evaluation function at national and international level. Experience in development and/ or humanitarian settings is required.
- Experience in supporting national evaluation capacity and working with professional evaluation associations;
- Experience in evaluation design and in conducting evaluations as per UNICEF and UNEG norms and standards for Evaluation in the UN System;
- Familiarity with methods used in conducting both ‘up-stream’ evaluations (e.g. focusing on policies, strategies and systems), as well as ‘down-stream’ evaluations (e.g. focusing on delivery of programmes and projects) is an asset.
- Experience in related evidence functions is an asset, including Social Policy, Public Policy, Quantitative and Qualitative Data Analysis, Research, Programme Audit, and Programme Planning and Monitoring. Experience in these areas cannot be substituted for the Evaluation experience but is an advantage.
- Experience in the region where the post is situated is advantageous.

Knowledge and Skills

- Professional expertise in evaluation process management, dissemination of results, and utilization.
- Technical knowledge of methodologies employed in Evaluation, including Results-based Management (RBM), theories of change, stakeholders mapping, standards and models, research designs, quantitative/qualitative/mixed methods of data collection, validity/reliability testing of data, data and qualitative information analysis and interpretation, and statistical inference methods.
- Technical knowledge in routine monitoring systems; preferably those associated with Health, Nutrition, Education, Child Protection, Social Policy or WASH sectors.
- Technical knowledge on utilization of evaluation and other evidence approaches to realize Gender Equality and Human Rights based development.
- Familiarity with ethics review processes.
- Exposure to mobile technology platforms, ‘big data’ and other innovative techniques
- Use of data and information quantitative and qualitative software for data analysis is an asset.
- Knowledge of UNICEF & UNEG Evaluation norms & standards.
- Communication skills (oral, written and in developing effective and user-targeted materials).
- Publications which show sound experience with evaluation methods are an advantage.

Competencies

- Demonstrates Self Awareness and Ethical Awareness (2)
- Works Collaboratively with others (2)
- Builds and Maintains Partnerships (2)
- Innovates and Embraces Change (2)
- Thinks and Acts Strategically (2)
- Drive to achieve impactful results (2)
- Manages ambiguity and complexity (2)

Languages

Fluency in English is required. Knowledge of a local language is an asset.

5. Location

Ideally, the consultancy would be based out of Cambodia, and supporting the three countries from Cambodia. Potential travel as per need of Malaysia or Myanmar can be arranged and paid out by each office. Given the current COVID-19 situation, the consultancy may need to take place remotely in case of extreme travel restrictions.

6. Duration

6 months from December 1st 2021-May 31st 2022.

7. Deliverables

<i>Reporting Requirements for each deliverable</i>	<i>Number of working days</i>	<i>Due date</i>
Deliverable 1: Monthly (December) progress report including progress on all ongoing activities for each CO	20	31-Dec-2021
Deliverable 2: Monthly (January) progress report including progress on all ongoing activities for each CO	20	31-Jan-2022
Deliverable 3: Monthly (February) progress report including progress on all ongoing activities for each CO	20	28-Feb-2022
Deliverable 4: Monthly (March) progress report including progress on all ongoing activities for each CO	20	31-Mar-2022
Deliverable 5: Monthly (April) progress report including progress on all ongoing activities for each CO	20	30-Apr-2022
Deliverable 6: Monthly (May) progress report including progress on all ongoing activities for each CO AND consultancy handover note	20	31-May-2022

8. Reporting Requirements

Every month, the consultant is expected to produce a monthly report in MS Word, which covers progress on the work undertaken for each Country Office. There is no number of pages expected, but the report needs to be thorough and complete in the description of aspects below. The report shall include:

- Progress on each evaluation piece ongoing
- Support provided to sections for each CO related to quality assurance or any support to research and studies
- Participation in statutory committees and other meetings, with clarification of role played in the meeting
- Challenges and bottlenecks faced with mitigation strategies put in place

Together with deliverable 6, the consultant must also prepare a handover note in MS Word that:

- Summarizes the activities undertaken under the consultancy per country and progress achieved
- Includes status of each evaluation in every country and includes the active links to all relevant documents produced, finalized or being worked on.
- Includes clarity on agreed action points that need to be continued and taken forward, with mention on who is responsible for each action and the agreed timeline for action

9. Payment Schedule linked to deliverables

- 16% upon satisfactory completion of deliverable 1
- 16% upon satisfactory completion of deliverable 2
- 16% upon satisfactory completion of deliverable 3
- 16% upon satisfactory completion of deliverable 4
- 16% upon satisfactory completion of deliverable 5
- 20% upon satisfactory completion of deliverable 6

** The fees shall be calculated based on the days estimated to complete the assignment in the Terms of Reference and shall be considered the maximum compensation as part of a lump sum contract and agreed on a work plan for submission of deliverables. No additional fees shall be paid to complete the assignment. Payment will be made upon delivery of all final products and full and satisfactory completion of the assignment.*

While final approval of each deliverable will be with UNICEF Cambodia Representative, the sections for Malaysia and Myanmar will need to be discussed and cleared with each respective office, and the approval from each office shared in writing with the UNICEF Cambodia Representative.

10. Administrative Issues

Ideally, the consultancy would be based out of Cambodia, and supporting the three countries from Cambodia. Potential travel as per need of Malaysia or Myanmar can be arranged and paid out by each office. Given the currently fluid COVID-19 situation, the consultancy may need to take place remotely in case of extreme travel restrictions.

At this stage it is uncertain what will be the travel requirements and arrangements in December or later in 2022. The financial proposal should include the costs related to covid-19 tests mandated by the government of Cambodia as well as the quarantine related costs.

If the consultant works remotely, he/she is expected to have necessary working materials (e.g. computer, printer, etc.). If the consultant works out of the UNICEF Cambodia office, he/she will be assigned a working station, but will be required to bring his/her own computer.

11. The Paid Time Off (PTO)

The Paid Time Off (PTO) benefits apply to individual contractor and consultants who work on time-based contracts on an ongoing and full-time basis with a minimum contract duration of one calendar month (hereafter the "individual Contract").

- Entitlement: The individual contractor will receive PTO credit at the rate of one-and half days (1.5 days) for each full month of service, to be credited on the last calendar day of the month, and up to 17 days for a maximum of 11.5 months contract.
- Utilization: PTO may be taken in units of days and half days. In calculating the PTO to be charged, any absence of more than two hours but less than four hours (excluding lunch hour) is counted as half days; similarly, any absence of more than four hours (excluding lunch hour) is counted as one day.

- Unused Paid Time Off: PTO is a benefit that must be used during the time of the contract. Any unused PTO cannot be carried to future contract and any accumulated PTO will be forfeited at the end of the contract.

12. Contract supervisor

The consultant will work under the supervision of the UNICEF Cambodia Representative for all UNICEF Cambodia related matters. The Representative in Cambodia will also be the contract manager of the consultant. However, the work undertaken for Malaysia will be supervised by the Representative in Malaysia and the work for Myanmar under the supervision of the Deputy Representative in Myanmar. The consultant will seek feedback and approval of progress report from each respective office, and share the approval with the UNICEF Cambodia Representative for final approval of each deliverable.

13. Nature of 'Penalty Clause' to be Stipulated in Contract

Unsatisfactory performance: In case of unsatisfactory performance the contract will be terminated by notification letter sent five (5) business days prior to the termination date in the case of contracts for a total period of less than two (2) months, and ten (10) business days prior to the termination date in the case of contracts for a longer period

Performance indicators: Consultants' performance will be evaluated against the following criteria: timeliness, quality, and relevance/feasibility of recommendations for UNICEF Cambodia.

14. Submission of applications

Interested candidates are kindly requested to apply and upload the following documents to: <http://www.unicef.org/about/employ/> . The deadline for applications is 22 October 2021.

- Letter of Interest (cover letter)
- CV or Resume
- Performance evaluation reports or references of similar consultancy assignments
- Financial proposal: All-inclusive lump-sum cost including travel and accommodation cost, insurance cost, etc., for this assignment as per work assignment.

15. Assessment Criteria

A two stage procedure shall be utilized in evaluating proposals, with evaluation of the technical proposal being completed prior to any price proposal being compared.

Applications shall therefore contain the following required documentation:

- a. Technical Proposal, including a cover letter, updated CV, and copies of 2 relevant evaluations performed earlier by the consultant.
- b. Financial Proposal: Lump-sum offer with the cost breakdown: Consultancy fee, travel costs (economy class), per-diem to cover lodging, meals, and any other cost related to the consultant's stay in Phnom Penh, including transportation inside the city and other costs. The travel (if involved) shall be based on the most direct and economy fare.

No financial information should be contained in the technical proposal.

For evaluation and selection method, the Cumulative Analysis Method (weight combined score method) shall be used for this recruitment:

a) Technical Qualification (max. 100 points) weight 70 %

- Education (30 points)
 - An Advanced University Degree in the social sciences, economics, public policy, statistics, or in research methods is required. A degree or certification/accreditation in Evaluation is a significant advantage.
- Experience (30 points)
 - A minimum of 8 years of professional experience in the implementation of equity-focused evaluations and the management of the evaluation function at national and international level. Experience in development and/ or humanitarian settings is required.
 - Experience in supporting national evaluation capacity and working with professional evaluation associations;
 - Experience in evaluation design and in conducting evaluations as per UNICEF and UNEG norms and standards for Evaluation in the UN System;
 - Familiarity with methods used in conducting both ‘up-stream’ evaluations (e.g. focusing on policies, strategies and systems), as well as ‘down-stream’ evaluations (e.g. focusing on delivery of programmes and projects) is an asset.
 - Experience in related evidence functions is an asset, including Social Policy, Public Policy, Quantitative and Qualitative Data Analysis, Research, Programme Audit, and Programme Planning and Monitoring. Experience in these areas cannot be substituted for the Evaluation experience but is an advantage.
 - Experience in the region where the post is situated is advantageous.
- Knowledge (20 points)
 - Technical knowledge of methodologies employed in Evaluation, including Results-based Management (RBM), theories of change, stakeholders mapping, standards and models, research designs, quantitative/qualitative/mixed methods of data collection, validity/reliability testing of data, data and qualitative information analysis and interpretation, and statistical inference methods.
 - Technical knowledge in routine monitoring systems; preferably those associated with Health, Nutrition, Education, Child Protection, Social Policy or WASH sectors
 - Technical knowledge on utilization of evaluation and other evidence approaches to realize Gender Equality and Human Rights based development.
 - Familiarity with ethics review processes.
 - Exposure to mobile technology platforms, ‘big data’ and other innovative techniques
 - Use of data and information quantitative and qualitative software for data analysis is an asset
 - Knowledge of UNICEF & UNEG Evaluation norms & standards
 - Communication skills (oral, written and in developing effective and user-targeted materials).
 - Publications which show sound experience with evaluation methods are an advantage.
- Quality of past work (20 points)
 - Recent examples of evaluations undertaken and/or managed, where roles and responsibilities of the applicant are clearly outlined.

b) Financial Proposal (max. 100 points) weight 30 %

The maximum number of points shall be allotted to the lowest Financial Proposal that is opened /evaluated and compared among those technical qualified candidates who have attained a minimum 70 points score in the technical evaluation. Other Financial Proposals will receive points in inverse proportion to the lowest price.

The Contract shall be awarded to candidate obtaining the highest combined technical and financial scores, subject to the satisfactory result of the verification interview.]