

United Nations Children's Fund

Title	Funding Code	Type of engagement	Duty Station:
Individual consultancy to coordinate research and evaluation		<input checked="" type="checkbox"/> Consultant <input type="checkbox"/> Individual Contractor Part-Time <input type="checkbox"/> Individual Contractor Full-Time	Freetown with occasional travel to the field
Purpose of Activity/Assignment: <p>The vision of the Country Programme of Cooperation with the Government of Sierra Leone 2020-2023 is that more children and women in Sierra Leone, particularly the most deprived, will have increased access to inclusive quality health, nutrition, WASH, education and child and social protection services. The Country Programme contributes towards achievement of the goals of the Government of Sierra Leone's Medium Term National Development Plan 2020-2023 and the Sustainable Development Goals. It is aligned with outcomes 1-4 of the United Nations Sustainable Development Cooperation Framework (UNSDCF) 2020-2023, the UNICEF Strategic Plan and the Gender Action Plan 2018-2021.</p> <p>Timely high-quality evidence generation and strategic knowledge management are key strategies for reaching the goals of the Country Programme. The evidence generation function is managed by the Evidence, Policy and Social Protection (EPSP) section, while a Multi-Country Evaluation Specialist shared with two other Country Offices supports the Country Office evaluation work. In 2022 several programme evaluations and a Country Programme Evaluation are either planned or ongoing. The Country Office also supports the Government in National Evaluation Capacity Development, including supporting the follow-up to the national M&E policy which was launched in 2021. The Country Office is working on several studies and research activities relating to adolescents, climate change and child poverty, and preparations are underway for the next Multiple Indicator Cluster Survey (MICS). Efforts are ongoing to develop strategic partnerships for evidence generation. The Country Office will from Quarter 3 2022 be accelerating in its process to develop the next Country Programme Document 2024-2028. This process will entail a heightened burden of evidence generation.</p> <p>UNICEF Sierra Leone Country Office is consequently seeking to strengthen its capacity to undertake timely programme evaluations in line with the Global Evaluation Policy as well as strategic research and studies. The Country Office is therefore seeking a Research & Evaluation Consultant to manage the implementation of activities under the 2021-2022 evaluation plan in collaboration with the Multi-Country Evaluation Specialist, manage the process to develop a Country Office Costed Evaluation Plan for the 2024-2028 Country Programme and take the lead on strategic evidence generation through research and studies. The consultant will moreover take responsibility for developing and implementing a plan for national evaluation capacity development, and will take the lead in developing partnerships for both research and evaluation.</p>			

Scope of Work:

The Research & Evaluation consultant will be responsible for facilitating the overall planning, design, monitoring, updating and implementation of the country office Costed Evaluation Plan (CEP) - and associated annual evaluation plans - and is responsible for managing and monitoring the implementation of CEP efforts within the country office in collaboration with the Multi-Country Evaluation Specialist.

The consultant will manage the development of the Costed Evaluation Plan 2024- 2028 as part of the Country Programme development process. The consultant will in collaboration with the Multi-Country Evaluation Specialist manage thematic evaluations, evaluation of humanitarian action, evaluability assessments, and other evaluative activities for which the Country Office is accountable. She/he will be responsible for engaging competent evaluators who conduct their work in accordance with the norms and standards of the UNICEF evaluation policy.

The Research & Evaluation consultant will take responsibility for strengthening national evaluation capacity with a particular focus on young evaluators, including both government, academia and other stakeholders, and will develop a costed plan for the national evaluation capacity development activities under the Country Programme. The consultant will also take responsibility for implementing the activities under this plan.

Furthermore, the consultant will take on responsibility for strengthening the research function in the Country Office, including developing SOPs for evidence generation, providing technical input and guidance to Country Office researches and studies and undertaking capacity strengthening activities. Particularly, the consultant will take on responsibility for developing strategic research partnerships, both nationally and internationally.

The consultant will take the lead in developing a strategic plan for strengthening knowledge management in the country office.

Child Safeguarding

Is this project/assignment considered as "[Elevated Risk Role](#)" from a child safeguarding perspective?

☐ YES ☒ NO If YES, check all that apply:

Direct contact role ☐ YES ☒ NO

If yes, please indicate the number of hours/months of direct interpersonal contact with children, or work in their immediately physical proximity, with limited supervision by a more senior member of personnel:

Child data role ☐ YES ☒ NO

If yes, please indicate the number of hours/months of manipulating or transmitting personal-identifiable information of children (name, national ID, location data, photos):

More information is available in the [Child Safeguarding SharePoint](#) and [Child Safeguarding FAQs and Updates](#)

Budget Year: 2022	Requesting Section/Issuing Office: <i>Evidence, Policy and Social Protection (EPSP)</i>	Reasons why consultancy cannot be done by staff: <i>Consultancy requires research and evaluation expertise not available in the country office</i>	
Included in Annual/Rolling Workplan: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please justify:			
Consultant sourcing: <input type="checkbox"/> National <input checked="" type="checkbox"/> International <input type="checkbox"/> Both Consultant selection method: <input checked="" type="checkbox"/> Competitive Selection (Roster) <input type="checkbox"/> Competitive Selection (Advertisement/Desk Review/Interview)		Request for: <input checked="" type="checkbox"/> New SSA – Individual Contract <input type="checkbox"/> Extension/ Amendment	
If Extension, Justification for extension:			
Supervisor: Mona Korsgard, Chief, EPSP	Start Date: 15 July 2022	End Date: 29 June 2023	Number of Days (working) 242 days 11.5 months

Estimated Consultancy fee			
Travel International (if applicable)			
Travel Local (please include travel plan)			
DSA (if applicable)			
Total estimated consultancy costsⁱ			
<p>Minimum Qualifications required:</p> <p> <input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other </p> <p>An Advanced University Degree in the social sciences, economics, public policy, statistics, or in research methods is required.</p>	<p><u>Experience</u></p> <ul style="list-style-type: none"> • 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 developing high quality research and study design. • Experience in managing strategic research projects. • Professional expertise in research and evaluation process management, dissemination of results, and utilization. • Technical knowledge of methodologies employed in research and evaluation, including 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. • Familiarity with routine monitoring systems; preferably those associated with Health, Nutrition, Education, Child Protection, Social Policy or WASH sectors. • Familiarity with evidence generation 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). 		

	<ul style="list-style-type: none"> • Publications which show sound experience with research and evaluation methods are an advantage. • Experience in writing policy briefs or analytical reports in social sectors. • Strong analytical and writing skills. • Excellent interpersonal, communication and facilitation skills. • Advanced computer literacy. • High proficiency in English. • Previous experience of working with government officials. experience of previous work in Africa an asset.
Administrative details: Visa assistance required: <input checked="" type="checkbox"/> Transportation arranged by the office: <input checked="" type="checkbox"/>	<input type="checkbox"/> Home Based <input checked="" type="checkbox"/> Office Based: If office based, seating arrangement identified: <input checked="" type="checkbox"/> IT and Communication equipment required: <input checked="" type="checkbox"/> Internet access required: <input checked="" type="checkbox"/>
Request Authorised by Section Head Chief Evidence, Policy and Social Protection	Request Verified by HR: <i>OiC HR Manager</i>
<div> <div> <i>Approval of Chief of Operations (if Operations):</i> </div> <div> <i>Approval of Deputy Representative (if Programme)</i> </div> </div> <div> <i>Representative (in case of single sourcing/or if not listed in Annual Workplan)</i> </div>	

ⁱ Costs indicated are estimated. Final rate shall follow the “best value for money” principle, i.e., achieving the desired outcome at the lowest possible fee. Consultants will be asked to stipulate all-inclusive fees, including lump sum travel and subsistence costs, as applicable.

Payment of professional fees will be based on submission of agreed deliverables. UNICEF reserves the right to withhold payment in case the deliverables submitted are not up to the required standard or in case of delays in submitting the deliverables on the part of the consultant

Text to be added to all TORs:

Individuals engaged under a consultancy or individual contract will not be considered “staff members” under the Staff Regulations and Rules of the United Nations and UNICEF’s policies and procedures, and

will not be entitled to benefits provided therein (such as leave entitlements and medical insurance coverage). Their conditions of service will be governed by their contract and the General Conditions of Contracts for the Services of Consultants and Individual Contractors. Consultants and individual contractors are responsible for determining their tax liabilities and for the payment of any taxes and/or duties, in accordance with local or other applicable laws.