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

|  |  |  |
| --- | --- | --- |
| **PART I** | | |
| Title of Assignment | *Evaluation of the Eritrea-UNICEF Country Programme of Cooperation, January 2017-December 2021.* | |
| Section | **Evaluation** | |
| Location | *Remote/Home based* | |
| Duration | **70 days** | |
| Start date | **From:** | **To:** |

**Background and Justification**

In accordance with the UNICEF’s Evaluation Policy 2018, every UNICEF Country Programme must be evaluated at least once every two country programme cycles. Such Country Programme Evaluations (CPEs) are conducted under the oversight of the Evaluation Section of the respective UNICEF Regional Office.

CPEs intend to capture and demonstrate evaluative evidence of UNICEF’s contributions to development results at the country level, as well as the effectiveness of UNICEF’s strategy in facilitating and leveraging national efforts for achieving development results. Their purpose is to:

* Identify key lessons from the ongoing Country Programme to inform the development of the next UNICEF Country Programme Document (CPD)
* Strengthen accountability of UNICEF to national and international stakeholders
* Strengthen accountability of UNICEF to the Executive Board.

The CPE will be managed by the Evaluation Section of UNICEF’s East and Southern Africa Regional Office, under the overall oversight of the ESARO Regional Director, and in close collaboration with the UNICEF Eritrea Country Office, Government of Eritrea and development partners. Quality assurance will be provided by UNICEF’s Evaluation Office, which reports directly to UNICEF’s Executive Director, and is functionally independent within the Organization. The CPE will be conducted in accordance with the provisions of UNICEF’s 2018 Evaluation Policy and the norms and standards of the United Nations Development Group (UNEG).

The Regional Office worked together with the Country Office to develop terms of reference that have been approved by the Country Office Management. The funding for this evaluation will be covered by the country office through delegated FR.

**Scope of Work**

1. ***Goal and Objective*:**

Under the supervision of the Evaluation Specialist in the ESARO Evaluation Section, the consultant will undertake the Country Programme Evaluation (CPE) of the UNICEF Eritrea Country Programme for 2017-2021. The CPE will cover the Eritrea Country Programme from 2017–2021, capturing and demonstrating evaluative evidence of the effectiveness of UNICEF in both leveraging of national efforts and the organisation’s direct contributions in achieving development results for children at the country level. As a country-level evaluation of UNICEF, the CPE will focus on the formal UNICEF CPD approved by the Executive Board but also consider any changes/revisions from the initial CPD during the period under review. Subject to specific areas of focus identified below, the scope of the CPE includes the entirety of UNICEF’s engagement in the country, and therefore covers interventions funded by all sources.

The CPE will have a particular focus on UNICEF’s positioning within the development community and national partners in relation to its mandate. The CPE will also examine the extent to which equity and gender equality have been mainstreamed within the country programme.

Specifically, the consultant will conduct an independent evaluation of the country programme of cooperation to generate evidence aimed at:

* Assessing the relevance, effectiveness, efficiency, coherence and sustainability of the Eritrea Country Programme with particular focus on equity, gender equality, convergence of programme components, as well as UNICEF’s strategic positioning in relation to its child rights mandate.
* Identifying and documenting key lessons learned, good practices and innovations in implementing the current (2017-2021) Country Programme that can inform and support advocacy efforts for scale-up and replication.
* Providing a set of forward-looking and actionable recommendations to strengthen programmatic strategies in the design of the next Eritrea Country Programme, taking into consideration national development priorities, such as the Eritrea Development Vision 2025, the next five-year development plan and the 2030 Agenda for Sustainable Development in the country.

1. ***Provide details/reference to AWP areas covered:***

This assignment falls under 240R/AO/10/880/028 of the 2020-2021 ESARO evaluation workplan. “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. ***Activities and Tasks:***

* Development of the plan for execution of the assignment including expansion/clarification of the methodological approaches and tools as well as the work plan in-line with the expected evaluation results.
* Documents/literature review- review of program documents and other related documents such as annual reports, monitoring and evaluation reports;
* Reconstruction and critical analysis of the Country Programme theory of change through participatory approach and involving relevant Country Office programme staff;
* Interviews and group discussions - conducted remotely with Key Informants. Other cost/time-effective data collection tools and approaches that can capture information from the program stakeholders might be considered
* Analysis of collected information and drafting of evaluation report and sharing emerging evaluation findings with country Office management team
* Facilitating a validation meeting and finalization of the evaluation report and development of dissemination materials.

1. ***Work relationships:***

The ESARO Evaluation Section is responsible for the overall management and methodological supervision of the evaluation process through all its phases. The Evaluation Manager appointed by the evaluation section will chair the Evaluation Reference Group (ERG) which is further consisted of the representatives of the Eritrea Country Office, UN Agencies in the country and other stakeholders. The ERG will validate the Evaluation Questions and provide feedback on all relevant evaluation deliverables in their draft and final versions (e.g. the Inception Note and the draft/final Evaluation Report). The ERG also supports the evaluation follow-up and dissemination process.

1. ***Outputs/Deliverables:***

| Timeline | Phase | Deliverables |
| --- | --- | --- |
| 20 days | Inception phase | 1. Draft inception report  2. Presentation of the draft inception report and instruments –via video link – to the Evaluation Reference Group;  **3. Final inception report** |
| 35 days | Data collection phase | 4. Debrief with key Eritrea CO staff at the end of data collection.  5. Presentation of Preliminary Findings on emerging findings, conclusions and recommendations, with key evaluation stakeholders, including the Evaluation Reference Group.  **6. A complete first draft evaluation report** |
| 15 days | Drafting, validation and completion phase | **7. A final evaluation report as per approved UNICEF outline and meeting quality standards**  8. Final PowerPoint presentation that summarizes the evaluation findings. |
| 70 days | TOTAL | \*deliverables in bold are linked to payment schedule below |

*Payment Schedule.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Deliverables** | **Duration**  **(Estimated # of days or months)** | **Timeline/Deadline** | **Schedule of payment** |
| Inception report | 20 days | 31st May 2021 | 30% |
| Draft Report | 35 days | 31st August 2021 | 40% |
| Final Report and Slide Deck | 15 Days | 31st October 2021 | 30% |

**Desired competencies, technical background and experience**

1. Education

* At least a Master’s degree in economics, business administration, political sciences, development studies or a field relevant to the assignment.

1. Professional Experience:

* Over 10 years extensive experience in program evaluation and mastery of data collection techniques and methods, and quantitative and qualitative analysis;
* Demonstrated experience in the conduct of country programme evaluations and/or strategic level evaluations; and
* Experience in gender-sensitive programming and/or evaluation.

1. Other knowledge and skills:

* Knowledge of UNICEF Programming, UN development system and current development issues and challenges;
* Excellent analytical, facilitation and communications skills and ability to interact with a wide range of stakeholders;
* Excellent proven oral and drafting skills in English, with excellent analysis and synthesis skills.
* Creative and innovative during data collection to get information from various stakeholders remotely.

1. Languages:

* English.

1. Significant advantages

* Proven ability to develop attractive evidence products that present complex information via Infographics and other communication means;
* Record of top ranked evaluation reports by GEROS.

**Administrative issues**

*The assignment is designed to be conducted remotely. No travel costs will be paid/reimbursed. The Country office will support the evaluator to reach potential respondents.*

**Conditions**

*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**

*The potential risk is likelihood of delays in firming up appointments with stakeholders. During the inception phase, the risk of all potential key informants will be shared by the evaluators and plans to reach them agreed. Another risk is respondents not having access to internet. In such cases, the country office will be able to facilitate how the key respondents will be reached.*

**How to Apply**

Qualified candidates are requested to submit a cover letter, daily rates, CV, and *complete their profile online.* **Applications submitted without a fee/ rate will not be considered.**