

TERMS OF REFERENCE

Evaluation Consultant to strengthen the evaluation system in Odisha by conducting an in-depth analysis of evaluation capacities (open to National Consultants only)

Duty Station: New Delhi (home based with mission travels)

Contract Duration: 3.5 months, from July/August 2023

Closing Date: 17th July 2023

1. BACKGROUND AND PURPOSE

A comprehensive national Monitoring and Evaluation (M&E) system, built on a strong policy and regulatory framework, is critical to be able to support the development and implementation of interventions to achieve national development goals and the SDGs, and therefore improve the lives of the population, including children. With the Decade of Action on the Sustainable Development Goals (SDGs) underway, there is a call from the international community, including the UN, to further strengthen evaluation systems, and to engage in SDG monitoring.

National Evaluation Capacity Development (NECD) is the process whereby state and non-state entities and individuals expand, reinforce and sustain national capacity to manage, produce and use evaluation. NECD is linked to the national priorities and ultimately aims at strengthening governance through accountability and learning, and improving development and peace outcomes, in particular those of the 2030 Agenda, contributing to human rights and equity (UNEG). With the mandate of realizing the right of every child, UNICEF supports national evaluation capacity development (NECD) initiatives, central to its strategic plan globally, to ensure government policies and programmes are accountable to results for children.

The Planning and Convergence Department, Government of Odisha, has shown great interest in undertaking a more comprehensive diagnostic of the M&E ecosystem. In consultation with them, and CLEAR South Asia, a proposal has been drafted for an evaluation diagnostic exercise for 2023

UNICEF India is seeking to engage a senior-level consultant, with extensive knowledge of the evaluation ecosystem in India, and familiarity with the state of Odisha. The consultant is expected to conduct a deeper investigation of the existing evaluation capacities, with respect to adequacy and skills, to make concrete recommendations to improve the functioning of the evaluation system in the state. Some of the evaluation aspects that need to be examined include mapping the roles and responsibilities, inter-departmental coordination mechanism, management of third-party contracts, quality assurance mechanisms, and dissemination of the findings.

2. MAJOR TASKS AND ACTIVITIES TO BE ACCOMPLISHED

The specific objectives of this consultancy will be to:

1. Develop and overall understanding of the evaluation ecosystem in Odisha, build a relationship with the Planning and Convergence Department, identify the relevant stakeholders for conducting KIIs (with the help of existing documents as mentioned above).
2. Assess the quality of 4-5 evaluations conducted by the Government of Odisha over the past 5 years
3. Highlight the strengths and weaknesses in terms of adequacy, and skills of existing evaluation capacities
4. Provide concrete recommendations to overcome the weaknesses by supplementing the evaluation capacities from other organizations/agencies in Odisha including a roadmap of the trainings required and learnings from other progressive states

Task already completed till date:

Based on the work done so far in this study, below are the tasks already completed on this project:

1. A brief summary document of the desk review along with an overall framework to guide the analysis of Evaluation capacities in Odisha has been developed.
2. A note on stakeholder mapping for the evaluations conducted in Odisha has been developed.

3. Key questions for different stakeholders and detailed plan to conduct KIIs have been set.

The consultant will be required to review and build on the activities and information already collected.

3. DELIVERABLES AND DEADLINES

Work Assignments Overview (Include Major Tasks and Activities)	Deliverables	Timeline for submission of Deliverable
<p>Activity 1: Inception, desk review and preparation for data collection</p> <p>Review the existing work done in terms of the desk review, framework development, stakeholder mapping and question guides for the KIIs</p> <p>Revise/update/expand the above deliverables as required</p>	<ul style="list-style-type: none"> • Updated summary document of the desk review along with an overall framework to guide the analysis. • Updated note on stakeholder mapping 	15 th August 2023
	<ul style="list-style-type: none"> • Inception workshop presentation and a report of the key discussions/actions (includes 1 trip) 	15 th August 2023
	<ul style="list-style-type: none"> • Updated interview guides for KIIs and a detailed data collection plan 	15 th August 2023
<p>Activity 2: Undertake KIIs with representatives from technical agencies who have undertaken the evaluations in the state, line departments, and other institutions with evaluation capacity in Odisha</p> <p>Conduct 15-17 KIIs with various stakeholders in Odisha:</p> <ul style="list-style-type: none"> • 4 KIIs with representatives from the evaluation agencies • 4-5 KIIs with the other line departments (users of evaluation findings) • 1 KII with the Planning Department • 2 KIIs with a CSO/UN agency • 2 KIIs with District Collectors • 2-3 KIIs with State University/ other institutions in the system 	<ul style="list-style-type: none"> • Brief field report post completion of KIIs 	15 th September 2023
<p>Activity 3: Draft Final Report and Policy Brief</p> <p>Prepare a detailed report with broad sections- Executive Summary, Background, objective, methodology/process, consultation plan, key findings, challenges and recommendations, and future plans, if any</p>	<ul style="list-style-type: none"> • Draft report (max 20 pages) 	30 th September 2023
	<ul style="list-style-type: none"> • Final report (max 20 pages) 	31 st October 2023
	<ul style="list-style-type: none"> • Policy brief (max 5 pages) <p>PPT to be presented to Government of Odisha (max 15 slides)</p>	31 st October 2023

4. DUTY STATION

New Delhi (home-based with mission travel)

5. OFFICIAL TRAVEL INVOLVED (ITINERARY AND DURATION)

Four return air travel trips with total 16 days.

6. ESTIMATED DURATION OF CONTRACT

3.5 months, from July/August 2023

7. QUALIFICATIONS / SPECIALIZED KNOWLEDGE / EXPERIENCE/ COMPETENCIES (CORE/TECHNICAL/FUNCTIONAL) / LANGUAGE SKILLS REQUIRED FOR THE ASSIGNMENT

Qualification:

A post-graduate university degree in Social Sciences, Economics, or relevant discipline; a PhD is preferred

Experience:

- Strong team leadership and management track record and commitment to delivering timely and high-quality strategic and analytical reports;
- Extensive technical evaluation expertise (at least 7 years) of evaluation methods (experimental and non-experimental), with strong mixed-method approaches and innovative evaluation methods;
- Extensive monitoring expertise (at least 7 years), leading monitoring activities, including designing monitoring frameworks, identifying indicators, data sources, etc.
- Previous experience supporting the development of Government M&E strategies and workplans, as well as assessing needs and diagnostics, and plans and systems, in India.
- Good interpersonal and communication skills; ability to interact with various stakeholders (including senior level government officials) and to concisely express ideas and concepts in written and oral form;
- Excellent and proven analytical and writing skills
- [Desirable] Knowledge of the UN's human rights, UNICEF strategic plan, policies and equity agenda, and familiarity with UNCT system and UNDS reform, particularly at the country-level is preferable

8. TECHNICAL EVALUATION CRITERIA (WITH WEIGHTS FOR EACH CRITERIA)

Technical and Financial ratio is 70:30 (technical proposal-70 points and financial proposal-30 points)

TECHNICAL EVALUATION CRITERIA	MAX POINTS	MIN POINTS
1. Educational qualifications <ul style="list-style-type: none">• A post-graduate university degree in Social Sciences, Economics, or relevant discipline; a PhD is preferred	15	NA
2. Relevant professional experience <ul style="list-style-type: none">• Minimum of seven (7) years' relevant work experience, in evaluation methods (experimental and non-experimental), with strong mixed method approaches and innovative evaluation methods; leading monitoring activities, including designing monitoring frameworks, identifying indicators, data sources, etc. (10)• Demonstrated experience in supporting the development of Government M&E strategies and workplans, as well as assessing needs and diagnostics, and plans and systems, in India (10)• Ability to interact with various stakeholders (including seniorlevel government officials) and to concisely express ideas andconcepts in written and oral form (5)	25	NA
3. Quality of written sample of previous work <ul style="list-style-type: none">• Experience writing-up of monitoring and evaluation reports for professional publications.	10	NA
Sub-Total	50	40

4. Interview	20	16
<ul style="list-style-type: none"> • Technical knowledge and awareness • Interpersonal and communication skills • Motivation and professionalism 		
Total	70	56

Note: Candidates scoring minimum 40 points (out of 50) will be invited for interview. Qualifying score in technical evaluation is 56 out of 70 points.

9. PAYMENT SCHEDULE

Payment will be made on submission and acceptance of 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

10. IMPORTANT NOTES

- 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.
- The selected candidate is solely responsible to ensure that the health insurance (and visa if applicable) required to perform the duties of the contract are valid for the entire period of the contract. Selected candidates are subject to confirmation of fully-vaccinated status against SARS-CoV-2 (Covid-19) with a World Health Organization (WHO)-endorsed vaccine, which must be met prior to taking up the assignment. It does not apply to consultants who will work remotely and are not expected to work on or visit UNICEF premises, programme delivery locations or directly interact with communities UNICEF works with, nor to travel to perform functions for UNICEF for the duration of their consultancy contracts.
- UNICEF offers reasonable accommodation for consultants with disabilities. This may include, for example, accessible software, travel assistance for missions or personal attendants. We encourage you to disclose your disability during your application in case you need reasonable accommodation during the selection process and afterwards in your assignment.

HOW TO APPLY:

The application to be submitted through the online portal and must contain four separate attachments, as follows:

1. A cover letter (max 2 pages) outlining understanding of the scope and activities, motivation to undertake it and demonstrating fit for the assignment **(to be uploaded online under “Cover Letter” tab)**
2. An updated CV demonstrating all requirements stated above **(to be uploaded online under “Resume” tab)**
3. A recent writing sample (up to 3 years old), which can include a professional publication, or a report or some other writing piece completed as part of their professional work. Where a writing piece has several authors, the applicant should specify which sections were written by her/him. *(Note by submitting a writing sample, the consultant confirms this is their original work. If it is found not to be original work, this will be grounds for non-selection.)* **(to be uploaded online under “Other – Applicant”)**
4. A financial proposal indicating all-inclusive amount (professional fee + travel cost as applicable) against each of the deliverables, as per the template attached. Please do not forget to specify your name in the file while saving **(to be uploaded online under “Financial Proposal” tab).**

Important Note: Please do not indicate financials anywhere else in the online application form, please mark "n/a or 00", under the fee related questions in the online application form.

Without all the above 04 documents, your application will be considered incomplete and invalid and will not be considered further.

- Any attempt to unduly influence UNICEF's selection process will lead to automatic disqualification of the applicant.
- Joint applications of two or more individuals are not accepted.
- Please note, UNICEF does not charge any fee during any stage of the process.
- Women, trans, non-binary and gender diverse candidates meeting the requirements are strongly encouraged to apply.
- UNICEF is committed to diversity and inclusion and encourages qualified candidates from all backgrounds including persons living with disabilities to apply.
- General Terms and Conditions for the Consultancy Contract is attached, for your reference.

For any clarifications, please contact:

UNICEF

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