

Senior/Middle level Consultant

The Senior and/or Middle Level Consultant is expected to work closely with the team members to ensure the evaluation is completed on time and support all the tasks listed below and ensure timely submission of deliverables. Note that the key role for the Senior/Middle level Consultant is to support the Team Lead and Data Analyst/Researcher.

Table 4: Duration, Tasks, deliverable and time frame for Senior/Middle Level Consultant

Phase	Key Tasks to support Team Lead and Data Analyst/Researcher	Deliverable	Time Frame
Inception (10 working days)	<ul style="list-style-type: none"> Introduction kick off meeting/initial meetings with key UNICEF and key stakeholders. Review the adolescent girls’ programme interventions and literature, policy documents and guidelines. Support the development of evaluation matrix and stakeholder mapping exercise and ensure that adolescents are not let out. Work with the Team Lead to develop evaluation methodology, and data collection tools. Support the writing of the draft inception report as per UNEG norms and standards. Work with Team Lead to submit documentation for Institutional Review Board (IRB) for submission by UNICEF. Work with other consultants to devise a criterion for selecting countries for field missions. Ensure the participation of children and adolescents. Support the team lead to develop a dissemination plan for the evaluation with suggested dissemination products for the different audiences with a clear plan targeting adolescents from various socio-economic backgrounds and those living with disability. 	<p>Inception Report writing supported.</p> <p>IRB certificate issued.</p> <p>Dissemination plan</p>	16 th Sept to 15 th Nov 2024
Data collection, analysis, and validation workshop (15 working days)	<ul style="list-style-type: none"> Assist the data collection process, including testing of the tools and interview with identified evaluation interviews in selected <u>COs and Regional Level</u> Ensure the engagement of adolescents throughout the data collection process, and document ethical issues that arise and how the team addressed. Support data analysis and ensure all data are analysed, both quantitative and qualitative data with appropriate softwares Ensure data collected shows gender and age differences and other disaggregation criteria. Work with Team Lead to prepare PowerPoint preliminary findings, conclusions, lessons learned, recommendations. Work with Team Lead to organize a validation workshop with key stakeholders including adolescents to discuss preliminary findings and agree on strategic recommendations. 	Validation report with evaluation recommendations, and power point	29 th Nov –31 st Jan 2025
Reporting and dissemination of findings	<ul style="list-style-type: none"> Work with the team leader to draft the evaluation report and ensure it follows the UNEG evaluation guidance for report writing and UNICEF GEROS template. Ensure integration gender and adolescents in the report. 	Draft report	31 st Jan – 31 st March 2025

Phase	Key Tasks to support Team Lead and Data Analyst/Researcher	Deliverable	Time Frame
(10 working days)	<ul style="list-style-type: none"> • Participate in the presentation of the final report to the key stakeholders, ERG including adolescents. • Address ALL comments from stakeholders, adolescents, and ERG as part of second draft report. Submit the report to the Team Lead to finalize. • Submit a simplified summary with infographics for key findings for access by adolescent (an adolescent friendly version of the report) • Undertake key dissemination activities for different audiences. 	<p>Second Draft that incorporates all comments.</p> <p>Comments matrix response</p> <p>Adolescent summary report with infographics</p>	

Total working days: 35

Note:

- The Senior/Middle Level Consultant is expected to **ACTIVELY** support the write-up of the deliverables listed.
- Due dates may shift due to unforeseen circumstances and with agreement of the supervisor/manager without need for amendments as long as the overall fee remains the same.