

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

Title	Funding Code	Type of engagement	Duty Station:
Real-Time Assessment of UNICEF Venezuela Humanitarian Response	4710/A0/06/880/003/009 SM220502 - BHA	<input checked="" type="checkbox"/> Consultant <input type="checkbox"/> Individual Contractor Part-Time <input type="checkbox"/> Individual Contractor Full-Time	Venezuela
<p>Purpose of Activity/Assignment:</p> <p>The real-time assessment will determine the relevance, effectiveness, coherence and connectedness, and efficiency of the UNICEF humanitarian portfolio in Venezuela to respond to the exercise's overall rationale. The assessment will accordingly identify areas of effectiveness, cost efficiency, synergy with humanitarian partners, and value add. Specific objectives of the exercise are:</p> <ul style="list-style-type: none"> • Assess the relevance of the UNICEF humanitarian programme in Venezuela from the point of view of children, families, communities, and other key affected population groups. • Assess the effectiveness of the implementation strategy of the UNICEF humanitarian programme in Venezuela for achievement of planned results regarding children's well-being, to determine how well the response addressed the priority problems of children.¹ • Assess the efficiency of humanitarian interventions of the Venezuela country programme, coordination with relevant partners providing humanitarian support for children,² value add based on UNICEF's comparative advantage, and the coherence of humanitarian interventions with the UNICEF Core Commitments for Children in Humanitarian Action. • Systematize the main good practices, lessons learnt, and challenges at the strategic and operational level to propose recommendations to deliver humanitarian services in a more effective and efficient way with options for enhancing impact. 			
<p>Context</p> <p>After a modest stabilization in 2022, Venezuela's economic growth in 2023 decelerated. The United Nations Economic Commission for Latin America and the Caribbean estimates of economic growth for 2023 are 3.0 per cent, versus 12 per cent for 2022.³ Hyperinflation reached 189.8 per cent⁴ and the country had the highest nominal food inflation in the world (281 per cent year-over-year).⁵ As a result, Venezuelans require 154 minimum monthly wages to access a basic food basket, estimated at US\$555 by December 2023.³ According to local studies, almost 70 per cent of the population lives in multi-dimensional poverty⁶ and 270,000 children under three years of age live in extreme poverty.⁷ On the other hand, 9 per cent of households are food secure, while 22 per cent are experiencing moderate to severe food insecurity.⁸</p> <p>Climate change effects have further exacerbated the conditions of the most vulnerable population in the country. Within Latin America and the Caribbean, Venezuela is the fourth most vulnerable country to climate-related disasters and crises.⁹ The 2023 rainy season surpassed historical averages.¹⁰ According to the National Institute of Meteorology and Hydrology, 34 tropical waves passed through the country by October 2023 with impacts on homes and public infrastructure. For example, floods affected almost 2,000 homes and public infrastructure in states such as Bolívar and Táchira.¹¹ Besides heavy rains and floods, the country is highly prone to other natural hazards such as earthquakes and droughts. An estimated 723,000 people are at risk of suffering the effects of flooding, while 2.2 million people are at risk of being affected by landslides.¹²</p> <p>Deteriorated public infrastructure, constrained access to supplies and the loss of professionals continue to stretch the capacity of the health system. Optimal immunization coverage has not been achieved, while early pregnancies, irregular antenatal consultations, infectious diseases and pregnancy or childbirth complications threaten the survival of newborns and mothers, particularly among indigenous groups. National estimations reflect over 500,000 children and 150,000 pregnant women without access to primary healthcare, including childbirths attention by skilled professional and paediatric consultations in prioritized states. The impact of all these factors on children and women is mounting. An estimated 9.5 per cent of infants are born with low weight, while the prevalence</p>			

¹ While assessment of the humanitarian response's effectiveness will consider the reach (coverage) in prioritized areas to understand results of the UNICEF Venezuela country programme, it will also seek to connect mid-term and long-term results considering an approach that links humanitarian and development programming.

² Assessment in this area will be complemented by an internal review of Cluster Coordination across UNICEF areas of responsibility.

³ ECLAC, *Preliminary Overview of the Economies of Latin America and the Caribbean 2023*, December 2023

⁴ BCV, *Índice Nacional de Precios al Consumidor*, December 2023

⁵ The World Bank, *Food Security Update*, December 2023

⁶ Hum Venezuela, *Informe de Seguimiento a la Emergencia Humanitaria Compleja en Venezuela*, November 2023

⁷ Cluster de Educación, *Estrategia 2022-2023: Versión Agosto 2022*

⁸ Herrera-Cuenca, Marianella et al., *Exploring food security/insecurity determinants within Venezuela's complex humanitarian emergency*, *Dialogues in Health*, vol. 1, 21 November 2022

⁹ European Commission, *INFORM Report 2024*

¹⁰ Departamento de Ingeniería Hidrometeorológica UCV, *Boletín Lluvias Estación U.C.V.*, October 2023

¹¹ La Vanguardia, 'Autoridades atienden "en tiempo real" las zonas afectadas por las lluvias, asegura Maduro', 22 August 2023, available at <https://www.lavanguardia.com/vida/20230822/9180500/autoridades-atienden-real-zonas-afectadas-lluvias-asegura-maduro.html>

¹² NASA, Earth Data, 2023, available at <https://www.earthdata.nasa.gov/learn/find-data>

of stunting in children is 10.5 per cent¹³ and 24.2 per cent of women aged 15-19 years are affected by anemia.¹⁴ Furthermore, early pregnancies threaten the survival of newborns and mothers, with a pregnancy rate of 82 births per every 1,000 for women 15-19 year old in 2023 (more than twice of the regional rate, which stands at 36.9 per 1,000).¹⁵

Venezuelan children face additional challenges in terms of education and protection. Some 1.4 million children are out of school and at least 1 million are at risk of dropping out,¹⁶ negatively impacting their opportunities to fully develop their capacities in healthy, safe, inclusive, respectful, free, and protective environments. Children and adolescents' mental health and psychosocial wellbeing is also increasingly threatened. In 2023, 89 per cent of the victims of rape and sexual exploitation were children and adolescents,¹⁷ while suicide intention among this population group reached its highest level in the last seven years.¹⁸ Exposed to growing levels of violence and distress, children and adolescents face mounting protection risks. At least 1,390 Venezuelan women, including 284 girls, were rescued from human trafficking networks in 2022.¹⁹ R4V estimates that more than 7.7 million people have migrated in recent years,²⁰ leaving many children behind and adolescents behind and all – particularly young women – at risk of violence, exploitation, and abuse. An estimated one million people have returned in the last two years,²¹ requiring important support for social re-integration, particularly regarding access to education and other services.

Despite efforts to recover social infrastructure, gaps remain regarding the provision of public and social goods and services. Some 4.3 million people in need of safe water²² and surveys show that only 27 per cent of hospitals have continuous access to water²³ and only 45 per cent of people have access to waste collection at least two times per week,²⁴ which is the Pan-American Health Organization (PAHO)'s recommendation.

Object of Evaluation

The object of the real-time assessment is UNICEF humanitarian programme in Venezuela. Since 2018, UNICEF has provided humanitarian assistance to Venezuelan children, in line with UNICEF's Core Commitments for Children in Humanitarian Action (the CCCs). UNICEF's Humanitarian Action for Children (HAC) appeals for Venezuela have been aligned with the inter-agency Humanitarian Response Plans (HRPs). The key goal areas of UNICEF humanitarian programme in Venezuela are health care, access to water, hygiene and sanitation, nutrition, education, and protection.²⁵

UNICEF plays an important role in the humanitarian architecture, leading the Nutrition and WASH Clusters and the Child Protection area of responsibility, and co-leading the Education Cluster with Save the Children. UNICEF also supports and participates in inter-agency coordination through the Local Coordination Forums led by OCHA, significantly contributing to building local capacities for accountability to affected populations (AAP) and prevention of sexual exploitation and abuse (PSEA).

UNICEF has played a pivotal role in delivering essential services to children from 2018 to date. In 2023 alone, UNICEF's integrated humanitarian interventions reached over 1.2 million people, including 788,086 children. During the year, UNICEF facilitated pediatric consultations for 317,065 children under 5 years of age. Additionally, 106,182 children and caregivers were provided with case management support and referred to child protection specialized programmes and alternative family care. UNICEF's efforts also extended to providing life-saving WASH services and promoting disease prevention practices for 65,194 children.

Key stakeholders: UNICEF, its Implementing Partners (IPs) including NGOs and INGOs, United Nations agencies, local authorities, donor community (through international technical assistance programmes/projects provided services), and other development partners.

¹³ NASA, Earth Data, 2023, available at <https://www.earthdata.nasa.gov/learn/find-data> 14 Food and Agriculture Organization of the United Nations (FAO), International Fund for Agricultural Development, UNICEF, World Food Programme and WHO, 'The State of Food Security and Nutrition in the World 2023: Urbanization, agrifood systems transformation and healthy diets across the rural-urban continuum', FAO, Rome, July 2023, available at www.fao.org/3/cc3017en/cc3017en.pdf

¹⁴ The percentage of low-weight births (less than 2500 g) increased from 8.7 per cent to 9.5 per cent between 2003 and 2017. Source: Pan-American Health Organization (PAHO) and WHO, Health in the Americas+, Country profile: Venezuela (Bolivarian Republic of), available at <https://hia.paho.org/en/countries-22/venezuela-country-profile>

¹⁵ PAHO, Tablero de los indicadores básicos, 2023, available at <https://opendata.paho.org/es/indicadores-basicos/tablero-de-los-indicadores-basicos#country-profile>

¹⁶ Statistics from ENCOVI (2022) and EHM-MPPP (2019) analyzed by the Education Cluster.

¹⁷ Observatorio Venezolano de Violencia, 2023 Annual Violence Report, December 2023, available at <https://observatoriodeviolencia.org.ve/wp-content/uploads/2024/01/OVV-Violence-in-Venezuela-Annual-Report-2023-.pdf>

¹⁸ CECODAP, 'Casos de ideación suicida en la adolescencia llega a su punto más alto en siete años #InformeSomosNoticia', 2023, available at <https://cecodap.org/casos-de-ideacion-suicida-en-la-adolescencia-llega-a-su-punto-mas-alto-en-siete-anos-informesomosnoticia/>

¹⁹ Mulier Venezuela, #LibresYSeguras, Venezolanas rescatadas de redes de trata, 2023, available at https://drive.google.com/file/d/1K_1docDiswr3ZD9TaIBiz2sugQQ9B-6L/view

²⁰ Regional Interagency Coordination Platform for Refugees and Migrants of Venezuela, R4V Latin America and the Caribbean, Venezuelan Refugees and Migrants in the Region, November 2023, available at <https://www.r4v.info/en/document/r4v-latin-america-and-caribbean-venezuelan-refugees-and-migrants-region-nov-2023>

²¹ OCHA, Venezuela: 2022-2023 Humanitarian Needs Overview (2024 Update), OCHA, 2023.

²² WASH Cluster estimate 2022–2023.

²³ Médicos por la Salud, Encuesta Nacional de Hospitales, 2023, available at https://www.encuestanacionaldehospitales.com/_files/ugd/0f3ae5_5d74cc5057db4068a090ce5373dc34e1.pdf

²⁴ According to a survey implemented in 12 states. See <https://www.observatoriovsp.org/ovsp-64-valor-positivamente-el-aseo-urbano-pero-persisten-deficiencias-en-frecuencias-y-costos/>

²⁵ <https://www.unicef.org/venezuela/en/unicefs-humanitarian-response-venezuela>

Time period: 2022-2024.

Geographic scope: Ten prioritized states.

Results Framework for humanitarian response: Venezuela Country Programme 2023-2026; HACs 2022- 2024; HRP 2022- 2024.

Rationale

The real-time assessment adopts a primarily formative lens with its main goal to support organizational learning and accountability through documentation of good practices, challenges and lessons learned from the implementation of the humanitarian programme, thereby informing decision-making for UNICEF to prioritize, scale, and/or reformulate its organizational strategies. Accordingly, the assessment's results will inform the reprioritization of humanitarian interventions, considering children's needs, political and socio-economic dynamics, subnational context, and projected resourcing envelope for humanitarian action in the country. The assessment findings and recommendations will contribute to the strengthening UNICEF's contribution to the realization and protection of children's rights in the humanitarian context, as well as improve inter-sectoral commitment and coordination with key stakeholders.

At the mid-term of the four-year Venezuela's Country Programme (2023-2026), the assessment results will provide an opportunity to actively inform UNICEF's ongoing humanitarian and nexus programming in the country. As such, the assessment is expected to generate evidence-based knowledge by identifying good practices and lessons learned regarding the intended and unintended results of the UNICEF humanitarian response in Venezuela.²⁶ The knowledge generated by the exercise will be used by: UNICEF Venezuela to further improve its programmatic activities in this field; relevant national and subnational counterparts, such as line ministries and local authorities; donors, United Nations system, and other development partners involved in inter-agency humanitarian coordination and response; Implementing Partners, NGOs, and other stakeholders. The exercise will meet the information needs of its intended users as indicated in the Table 1 below.

Table 1: Overview of evaluation users and dimensions of potential use

Users	Dimension of potential use
UNICEF Venezuela Country Office senior management	Adjust the humanitarian programme strategy for the next period and tailor approaches depending on the changing context; document lessons learnt and best practices that can inform future humanitarian programming and replication; identify and respond to gaps and bottlenecks in approaches and strategies.
Sections of UNICEF Venezuela Country Office, Planning, Monitoring & Evaluation unit	Incorporate best practices and draw on lessons learned to improve the performance of future humanitarian actions, and to strengthen the component and ensure strong evidence-based approach in planning and strategizing.
UNICEF Latin America and the Caribbean Regional Office	Provide guidance and course correction from regional oversight role where needed, in support of overall Country Office programmatic cycle and implementation.
National and local authorities	Inform the use of best practice lessons and learning for ongoing humanitarian response, including around relevant issues of coherence and coordination.
United Nations, donor, and other development partners	Inform the future design, financing, and scenario-planning of humanitarian programmes for supporting children's rights based on humanitarian needs.
Partner NGOs and other civil society organizations	Build on the evidence generated by the assessment to improve performance in the implementation of humanitarian interventions; strengthen capacity if/where it is lacking.

Scope of Work

The real-time assessment will cover the period of 2023 to 2024 with the geographical coverage sampled across the country programme in Venezuela. The assessment will determine a representative selection of site interventions where UNICEF and its implementing partners are active across the ten prioritized states to be visited by the evaluation team. The final list of locations will be defined with the evaluation team in the design phase.

Interventions by all partners of the UNICEF supported humanitarian response will be the target of this assessment. The evaluation team will be provided with a mapping of all UNICEF supported activities. Additionally, the team will also receive copies of all the agreements, field visit reports, and other relevant documentation. While all stakeholders are important, special emphasis will be placed on ensuring that children (both boys and girls) who are direct beneficiaries of the interventions are heard, enabled to communicate their priorities and needs, and participate in the evaluation process. Other stakeholders whose participation will be important to assess the impact of the response include parents (both mothers and fathers). National and local authorities in areas relevant to UNICEF's mandate, local community leaders, Implementing Partners, and relevant donors will also be consulted in assessing the humanitarian response.

Evaluation Criteria

The evaluation criteria to be used are based on the OECD-DAC standards, covering relevance, coherence and connectedness, effectiveness, and efficiency. Additionally, specific gender equality, human rights, and humanitarian response standards will include coverage, coordination, and quality. The assessment framework's scope is designed to be focused for rapid implementation in real-time with ongoing changes being implemented by UNICEF Venezuela. Therefore, the following list of evaluation questions is preliminary, and a final set will be determined by the evaluation team during the inception phase.

²⁶ A light internal review by EMOPS of the Cluster Coordination for UNICEF areas of responsibility is also planned and will provide therefore together a wider set of evidence.

Relevance

- 1 Were the needs and priorities of the humanitarian programme and target populations identified in developing the interventions, and were interventions properly designed to meet the identified needs and priorities?

Coherence and connectedness

- 2 What is the degree of coherence, coordination, and connectedness of the humanitarian response (including barriers and drivers) in terms of its design and implementation strategy with other relevant interventions in the same field (e.g., public policies, NGOs, donors, etc.)? What were the complementarities, strategic partnerships, and synergies in implementation based on UNICEF comparative advantages and added value vis-à-vis other actors and sectors?

Effectiveness

- 3 To what extent have the stated humanitarian programme results been achieved, or are likely to be achieved, by intervention component, geographical area, population group, and other equity dimensions? What were the additional unintended (positive or negative) effects of the interventions?

Efficiency

- 4 To what extent has the humanitarian programme been efficient for achieving results? Were human and financial resources adequate (in quantity), sufficient (in quality) and deployed in a timely manner for the implementation of the programme as well as appropriate risk mitigation?

Methodology

The assessment will be conducted using an inclusive approach to provide relevant answers to key evaluation questions. It will be conducted according to UNEG Norms and Standards for Evaluation. It will integrate human rights, gender, and equity in accordance with the relevant UNEG guidelines and will be conducted in accordance with the UNEG Code of Conduct and Ethical Guidelines for Evaluation.

The exercise will adopt a non-experimental design using qualitative methods. Relevant data should be collected from humanitarian programme beneficiaries and a diverse sampling of key implementation stakeholders and partners (implementing NGOs, partners from decentralized bodies, national and local authorities, UNICEF, inter-agency groups, etc.). Qualitative methods should include at a minimum:

- Desk review of reference materials, including monitoring reports and other sources providing secondary data, project documentation, official and administrative statistics, regulatory framework, and other related documents.
- In-person data collection through field visits, particularly through administering face-to-face interviews, focus-group discussions, and observation.
- Social listening and other remote data collection methods, including through SMS-based and online administered platforms in line with the target population groups.

The assessment will be conducted in a participatory manner. Target groups should be identified in selected areas of the humanitarian response, including the families having children, community authorities and decision-makers, IPs and services providers, UNICEF staff, and other relevant stakeholders in settlements and at the local and national levels. Key stakeholders will be involved in the following key phases of the evaluation:

- **Planning:** The evaluation team should start with a review of UNICEF and its partners' relevant internal documents on the response, including but not limited to HNOs, HRPs, project proposal documents, quarterly reports submitted by partners to UNICEF, UNICEF weekly/bi-weekly sitreps, partners' own internal evaluation reports, and NGO partner and international literature related to humanitarian interventions and assessment and other reference documents.
- **Inception:** The evaluation team should elaborate a brief Inception Report to outline the scope; evaluation framework; methodology; sampling, field visit timing; data collection methods; timeline for activities and submission of deliverables; dissemination plan; etc. The inception phase will be used for assessing evaluability, and the evaluation team should collect and review all available evidence (e.g., assessment of objectives, logic, and activities of the humanitarian programme with an aim to investigate its credibility, feasibility, sustainability, and acceptability). The evaluation team should adopt a qualitative, participatory approach with stakeholders involved where possible in all phases of the evaluation.
- **Fact-finding (field work):** The evaluation team will be responsible for collecting data in the field. UNICEF will facilitate the data collection and field work required for this exercise. The evaluation team should conduct data collection using tools facilitating disaggregated data (by age, by gender, by place of residence, by the type of the provided services, etc.). The analysis will be built on triangulating information collected from different stakeholders through different methods including secondary data analysis and documentation review. It should critically examine the information gathered from the various sources and synthesize the information in an objective manner.
- **Reporting phase:** The evaluation team should draft the Assessment Report with an emphasis on the formulation of forward-looking, utilization-focused recommendations. This should prioritize 5-10 recommendations for concrete action by UNICEF Venezuela and/or UNICEF LACRO.
- **Dissemination:** The evaluation team should pay close attention to involving all related stakeholders. The Assessment Report will be disseminated to the UNICEF senior management, programme specialists/officers, including Field Offices. Findings and recommendations will inform the work planning process and ongoing implementation of the country programme.

The evaluation team should propose a design-based tools and methods already available, while ensuring that this design suits the specific objectives of the humanitarian context. Evaluation methodology should be based on UNEG Ethical considerations and respond to UNEG ethical guidance to evaluation as guiding principle to ensure quality of evaluation process as well as the UNICEF Procedure for Ethical Standards in Research, Evaluation, Data Collection and Analysis.

The following limitations to the evaluation are anticipated: UNICEF humanitarian programmes are at different stage of implementation; uncertain socio-political situation around the election period in mid-2024; and unavailability and/or poor quality of data and evidence due to emergency challenges. To address some of these limitations, the evaluation will use information provided through a rapid evaluability assessment regarding the availability, scope, and quality of data for validation of key determinants of inequity and trends at different results levels. At the next stage, the assessment will be further narrowed to examine country-specific humanitarian programme interventions. A detailed evaluation framework will be developed to allow comparability of programme approaches across the period and geographic areas.

Workplan

A tentative timeframe for the evaluation is provided below. The evaluation is expected to be completed under five months subject to change depending on the prevailing situation on ground at the time of the evaluation. This recognizes the need for the assessment to yield evidence quickly enough to enable timely decision-making for a quickly changing context.

Activity	Duration
Inception Report based on preliminary desk review	1-2 weeks
Quality assurance of Inception Report and incorporation of feedback	1 week
Field work including focus groups, interviews, etc.	3 weeks
Data analysis and preparation of the first draft report in Spanish	2 weeks
Internal quality review process of first draft report	1 week
Expert discussions (internal and external) of the first draft	1 week
Validation of the draft, incorporation of comments and feedback from review	1 weeks
Preparation of the final draft in Spanish	2 weeks
Preparation of the PowerPoint Presentation both in English and Spanish	0.5 week
Submission of the Evaluation Report with PowerPoint Presentation both in English and Spanish to UNICEF	0.5 week
TOTAL	12-14 weeks

Travel Plan

- Field work including focus groups, interviews, etc: 3 weeks

Priority state: 10	Days	Duration
1 Amazonas	2.5	3 weeks
2 Apure	1.5	
3 Bolivar	1.5	
4 Delta Amacuro	2.5	
5 Distrito Capital	1	
6 La Guaira	1	
7 Miranda	1.5	
8 Sucre	2.5	
9 Tachira	2.5	
10 Zulia	2.5	

Roles and Responsibilities in the Evaluation Process

UNICEF as commissioner assumes accountability of the assessment through the UNICEF Regional Evaluation Adviser in the Latin America and the Caribbean Regional Office (Evaluation Manager). Day-to-day management including across programme coordination, administrative and operational functions for this assessment will be performed by the UNICEF Venezuela Country Office. Technical and advisory support for this exercise will be provided by the Steering Committee.

The **Evaluation Manager** will have the following responsibilities:

- Lead the management of the assessment process (design, implementation and dissemination and coordination of it follow up).
- Establish and convene the Steering Committee, including to facilitate participation in the assessment design and implementation.
- Safeguard the independence of the exercise and ensure the evaluation products meet quality standards.
- Oversee progress and conduct of process, the quality of key products, and approve deliverables in consultation with the Steering Committee.

The **UNICEF Venezuela Country Office**, under the coordination of the Chief of Planning, Monitoring and Evaluation, will have the following responsibilities:

- Connect the Evaluation Consultant with the wider programme units, senior management, and key evaluation stakeholders, and ensure a fully inclusive and transparent approach to the assessment.

- Facilitate the Evaluation Consultant’s access to all information and documentation relevant to the intervention, as well as to key actors and informants who should participate in interviews, focus groups or other information-gathering methods.
- Provide the Evaluation Consultant with overall guidance and administrative support.
- Manage the hiring and contracting process and support logistics for ensuring successful fieldwork.

The **Steering Committee** will comprise of representatives of UNICEF – including with the Venezuela Country Office (Deputy Representative; Chief of Planning, Monitoring and Evaluation; Chief Field Operations) and Latin America and Caribbean Regional Office (Regional Evaluation Adviser, Regional Emergency Adviser). The Steering Committee will:

- Review and provide comments on the inception report and the draft/final assessment reports to ensure they meet UNICEF’s quality and ethical standards.
- Provide technical advice and support to the assessment process, including to the Evaluation Manager and Evaluation Consultant.
- Suggest strategic opportunities for supporting utility, coordination with key partners, and other necessary adaptation throughout the process to ensure relevance, credibility, and independence.
- Support dissemination of the assessment results, learning with programme areas, and other areas for implementation of recommendations.

The **Evaluation Consultant** will report to Evaluation Manager and conduct the evaluation by fulfilling the contractual arrangements in line with the TORs, UNEG/OECD norms and standards and Ethical Guidelines, including through the development of an assessment implementation plan as part of the inception report, drafting and finalizing the assessment report, and briefing the commissioner on the progress and key findings and recommendations, as needed. The Evaluation Consultant should also adhere to UNICEF’s Evaluation Policy, UNEG Ethical Guidelines for United Nations evaluations, and UNICEF Reporting Standards. The Evaluation Consultant will sign a no conflict-of-interest attestation.

The Evaluation Consultant must demonstrate personal and professional integrity during the whole process of the evaluation. The Evaluation Consultant must respect the right of institutions and individuals to provide information in confidence and ensure that sensitive data cannot be traced to its source. Further, the consultant must respect ethics of research while working with children including using age-appropriate consent forms, age-appropriate data collection, and principle of do no harm. Furthermore, the consultant must take care that those involved in the assessment have an opportunity to examine the statements attributed to them. The assessment process must be sensitive to beliefs, manners, and customs of the social and cultural environment in which they will work. Especially, the consultant must be sensitive to and address issues of protection, discrimination, and gender inequality.

Structure of the Assessment Report

The assessment report is proposed to have the following structure in 40 pages (excluding annexes and summary), with indicative page numbers provided per section. The report structure is designed to provide an engaging, visual, and dynamic material for the target audiences to support intended dimensions of use.

Cover page

Executive Summary

Introduction (< 1 page)

Section 1: Background, objectives, and methodology (2-3 pages)²⁷

- 1.1. Object of the assessment
- 1.2. Purpose, objectives, and scope
- 1.3. Assessment methodology
- 1.4. Limitations, ethical considerations, human rights, and gender

Chapter 2: Overview of the actions and context (3-4 pages)

- 2.1. Main areas of humanitarian intervention
- 2.2. Logic of intervention (theory of change)
- 2.3. Management and governance

Chapter 3: Findings (20-25 pages)

- 3.1. Relevance
- 3.2. Coherence and connectedness
- 3.3. Effectiveness
- 3.4. Efficiency
- 3.5. Cross-cutting topics

Chapter 4: Conclusions and Recommendations (5-10 pages)

- 4.1. Lessons learned and good practices.
- 4.2. Conclusions
- 4.3. Recommendations

Annexes

- Terms of Reference
- Desk review and background documents
- List of stakeholders interviewed.
- Detailed methodology
- Theory of change
- Interview guides and survey instrument
- Information on evaluation consultant
- Evaluation matrix
- Results framework

Given its real-time character, the assessment will not follow the specific UNICEF Evaluation standards and Geros Quality Assessment System, and rather be classified in the UNICEF evidence platform (EISI) as a research/study exercise.

Deliverables

The Evaluation Consultant is responsible to submit the following deliverables:

1. **Inception Report** (electronic version to be submitted within 1-2 weeks after signing a contract and initial briefing with the Evaluation Manager and Steering Committee). This report should be 15-20 pages and should follow UNEG standards. The report should outline detailed scope; evaluation framework; methodology; sampling; field visit timing; data collection methods; timeline for activities and submission of deliverables; and dissemination plan. The report should also include initial data and findings based on the documentary review and final evaluation design/plan. The Inception Phase will be used as an evaluability phase and phase

²⁷ Detailed methodological information should be provided in the annex.

to collect and review all available evidence. This report will be used as an initial point of agreement and understanding between the Evaluation Consultant and Evaluation Manager. The final inception report will be presented by the Evaluation Consultant to the Steering Committee and quality assured by the Evaluation Manager.

2. **Draft Report** (electronic version of the first draft should be submitted after completion of the data collection field visits). The draft report should be in line with UNICEF adapted UNEG Evaluation Report Standards and contain the same sections as the final report and will be approximately 40 pages in length (excluding annexes). It will also contain an executive summary of no more than 5 pages that includes a brief description of the UNICEF programme, context, assessment purpose and methodology, conclusions, and recommendations. The draft report will be presented by the Evaluation Consultant to the Steering Committee and quality assured by the Evaluation Manager.
3. **Final Report** (electronic and hard copy versions to be submitted after receiving and addressing consolidated comments from UNICEF). The final report will follow the same parameters as the above draft report, and address received comments and suggestions provided by reviewers through an audit trail. The final report should systematically answer the key evaluation questions posed, fairly and clearly represent the views of the different actors/stakeholders, then provide conclusions and recommendations in a way that is substantiated robustly by available evidence. The final report should be submitted along with a **PowerPoint presentation** (electronic version) based on the finalized evaluation report summarizing the entire process, purpose, objectives, methodology, findings and recommendations and conclusions.

A dissemination plan and advocacy approaches should be developed and then discussed/agreed with the Venezuela Country Office. Primarily, the result will be disseminated to the Country Office senior management and Regional Office where relevant. The findings will be discussed at the management team meetings, programmatic reviews to inform the Country Office's humanitarian programming.

The Evaluation Consultant should propose a timeline to submit the deliverables in their implementation plan (in proposals). Given the rapid nature of the exercise, only several days will be allocated for review and quality assurance processes of the deliverables. The Evaluation Consultant should therefore provide a clear and realistic timetable for when feedback is anticipated to coordinate the timely review of each deliverable. Deadlines for each deliverable will be agreed between the Evaluation Consultant and UNICEF.

Deliverable	Reporting format
Overall evaluation schedule and implementation plan, with staffing, brief description of approach, field trips, dissemination plan incl. presentation, other relevant information	Prepared and agreed with UNICEF via exchange of e-mails evaluation schedule, and implementation plan
Inception Report	Electronic version in Spanish
Field work	Meeting notes, participant lists
Draft of Evaluation Report	Electronic version in Spanish
Evaluation Report (Final draft)	Electronic version in Spanish
PowerPoint presentation on key findings and recommendations	Electronic version in Spanish and English

All deliverables should be drafted in Spanish, and the final PowerPoint briefing should be translated and submitted both in English and in Spanish. All reports should follow the structure and detailed outlines discussed and agreed with UNICEF.

All deliverables should respond to UN Evaluation Group QA criteria, including UNEG quality checklist for Inception Report and Evaluation Report: <http://www.unevaluation.org/document/library>

Performance indicators:

- a) Timely developed and agreed with UNICEF evaluation schedule and implementation plan, with staffing, methodology, field trips;
- b) Timely conducted inception meetings;
- c) Timely delivered Inception Report;
- d) Timely conducted out field work;
- e) Timely prepared Draft Report;
- f) Timely carried out meetings with Steering Committee to discuss deliverables;
- g) Comments from UNICEF to the Draft Report are addressed and incorporated;
- h) Timely finalized and submitted Evaluation Report after quality review;
- i) Qualifications of Evaluation Consultant correspond to TOR requirements.

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: N/A

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): N/A

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

Work Assignments Overview	Deliverables/Outputs	Timeline
Preparation and submission of evaluation schedule and implementation plan with staffing, brief description of approach, field trips, dissemination plan incl. presentation, other relevant information	1. Evaluation schedule and implementation plan	0.5 week
Inception Report based on preliminary desk review	2. Inception Report	1-1.5 weeks
Quality assurance of Inception Report and incorporation of feedback		1 week
Field work including focus groups, interviews, etc.	3. Field work	3 weeks
Data analysis and preparation of the first draft report in Spanish	4. Draft of Evaluation Report	2 weeks
Internal quality review process of first draft report		1 week
Expert discussions (internal and external) of the first draft		1 week
Validation of the draft, incorporation of comments and feedback from review		1 week
Preparation of the final draft in Spanish	5. Evaluation Report (Final draft)	2 weeks
Preparation of the PowerPoint Presentation both in English and Spanish	6. PowerPoint presentation on key findings and recommendations	0.5 week
Submission of the Evaluation Report with PowerPoint Presentation both in English and Spanish to UNICEF		0.5 week
		12-14 weeks

Budget Year: 2024	Requesting Section/Issuing Office: PME	Reasons why consultancy cannot be done by staff: <i>PME team don't have Evaluation Officer onboard</i>
-----------------------------	--	--

Included in Annual/Rolling Workplan: Yes No, please justify:

Consultant sourcing:

National International Both

Competitive Selection:

Advertisement Roster Single Source Selection (Emergency - Director's approval)

Request for:

New SSA – Individual Contract
 Extension/ Amendment

If Extension, Justification for extension: N/A

Supervisor: <i>Paula de Beltran, PME Chief</i>	Start Date: <i>July 2024</i>	End Date: <i>October 2024</i>
--	--	---

<p>Minimum Qualifications required:</p> <ul style="list-style-type: none"> • Advanced university degree. Disciplines: social or economic studies, or development/humanitarian aid, or a related field (<i>a combination of relevant academic background and relevant work experience may be accepted in lieu of the advanced university degree</i>). <p> <input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other </p> <ul style="list-style-type: none"> • Candidates with a minimum of four (4) years of experience in relevant area of evaluation/assessment • Technical proposal with general adherence to Terms of Reference; understanding of scope, objectives and completeness and coherence of response. 	<p>Knowledge/Expertise/Skills required:</p> <p>UNICEF is seeking to contract a consultant that demonstrates proven experience in evaluation and/or assessment (at least five years); consulting experience in evaluating humanitarian action in Latin America, and specifically Venezuela, is an asset.</p> <ul style="list-style-type: none"> • Over five (5) years of professional experience in development and humanitarian work in monitoring, evaluation, programme management, needs assessment, research, with at least four (4) years of professional experience in leading or engaged in evaluation activities, related to humanitarian action. • Good experience in mixed-method evaluations that rely on both qualitative and quantitative approaches and a variety of data collection modalities (surveys, interviews, focus groups, direct and indirect observations, desk reviews), including in humanitarian settings. • Strong analytical skills and qualitative/quantitative data processing applications, including an ability to visualize and present complex ideas succinctly. • Excellent abilities in presenting technical information to a non-technical audience, including exceptional drafting and presentation skills in Spanish. • Demonstrated track record of delivering data analysis and evaluations under tight deadlines and through multi-stakeholder consultative process. • Familiarity with UNICEF programmatic mandate in humanitarian and fragile contexts and understanding of evidence generation process in this area, including ethics requirements (highly desirable). • Good knowledge of human rights, gender equality and other cross-cutting topics, and can ensure that evaluation design, questions and analysis incorporate these dimensions. • Proficiency in Spanish is required, and proficiency in English is an asset. • Sensitivity towards ethics with regards to human and child rights issues, different cultures, local customs, religious beliefs and practices, personal interaction and gender roles, disability, age, and ethnicity. <p>The proposed Evaluation Consultant must correspond to the minimum criteria and experience. In case of deviation, the offers may be considered technically not compliant.</p>
--	--

<p>Administrative details:</p> <p>Visa assistance required: <input type="checkbox"/></p> <p><input checked="" type="checkbox"/> Home Based <input type="checkbox"/> Office Based:</p>	<p>If office based, seating arrangement identified: <input type="checkbox"/></p> <p>IT and Communication equipment required: <input type="checkbox"/></p> <p>Internet access required: <input type="checkbox"/></p>
--	---

A) Technical Evaluation (max 75 Points)

Technical evaluation criteria	Total Score
Qualifications	25
Experience in similar evaluation and/or assessments (at least 4 years)	10
Experience in development and humanitarian work in monitoring, evaluation, needs assessment, and/or research (at least 5 years)	10
Experience with United Nations and/or UNICEF and familiarity with processes, policies, and frameworks	5
Quality of technical proposal	75
Overall methodological approach/design indicates a clear understanding of the key questions of the evaluation, and cover all design elements offered in the ToR	30
The proposal offers data analysis plan that employs appropriate data analysis techniques that go beyond descriptive approaches, and provides solid bases for evaluation conclusions	15
The methodology offers a coherent way of organizing evaluation questions that takes into consideration the OECD/DAC criteria and/or expands on it.	10
There is an appropriate mix of methods and instruments of gathering data that may offer special insights for answering key evaluation questions	10
The methodology proposes an approach to validating recommendations	5
The proposed workplan indicates a reasonable allocation of work, allocate adequate time to reflect the level of effort expected, and the proposed timeline is commensurate with the scope of work	5
Total score	100

B) Financial Proposal (max of 25 Points)

Request Authorised by Section Head <i>Paula de Beltran, PME Chief</i>	Request Verified by HR:
<i>Approval of Chief of Operations (if Operations):</i> <hr/> <i>Representative (in case of single sourcing/or if not listed in Annual Workplan)</i>	<i>Approval of Deputy Representative (if Programme)</i> <hr/>

¹ 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.

The selected candidate is solely responsible to ensure that the visa (applicable) and health insurance 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.