**Roles and Responsibilities**

The evaluation will be managed by UNICEF Tajikistan country office. The consultant will work under direct supervision of the Chief, Monitoring and Evaluation, with guidance provided by the Evaluation Reference Group. The management of the evaluation will include development of the terms of reference, selection of the evaluation consultant as the lead technical expert who will assign the evaluation team (if needed), liaison between the evaluation team and partners/stakeholders, quality assurance of the key deliverables. The support will be sought from the UNICEF Europe and Central Asia Regional Office and external review body as per existing arrangements. Representatives of key stakeholders/partners will be involved throughout the evaluation process and will contribute to the design, interviews, discussions and final report.

***Role and Responsibility – consultant***

The consultant has the overall responsibility for the evaluation. She/he should refer attentively to the documentation made available in the electronic library developed for the evaluation, including the ToRs, context information and information on UNICEF’s interventions. Specific tasks of the consultant will include but may not be limited to:

* Guide the extensive desk review of existing information on the context including national policies and priorities and UNICEF’s work, UNICEF’s global normative products and all relevant programme and project documents and reports, previous studies, research and evaluations;
* Develop and provide detailed methodology and define the overall direction for data analysis and quality assurance. She/he will prepare several orienting documents and tools (including an evaluation matrix) in discussion with the evaluation team member(s). These documents should be read by all team members and will be used as a framework for guiding the questions to be asked and data to be gathered during the evaluation.
* Develop and implement the approaches and methodology for engagement of children, adolescents and young people in different stages of the evaluation;
* Sub-contract other evaluation team member(s), as deemed necessary and lead the consolidation of the teams’ inputs for the inception and field mission;
* Provide guidance in preparation of evaluation deliverables;
* Review all relevant documentation related to this evaluation;
* Undertake an IM to verify the PE programme TOC, an events timeline, the stakeholder analysis developed during the desk review, present the evaluation to the CO, ERG and, if relevant, other stakeholders and organize the practicalities related to the planning of the field work.
* Lead the field mission and decide upon the division of roles and responsibilities among team members during the entire evaluation process;
* Coordinate the work of the evaluation team and consolidate inputs from team member(s) to ensure
* timely delivery of evaluation products;
* Conduct interviews with a range of key stakeholders and informants as per the inception report;
* Lead the planning and conduction of analyses and discussions of evaluation questions and issues common to the whole team;
* Undertake the IM and present the evaluation to CO staff, the ERG and, in relevant, other stakeholders, and verify main deliverables associated with the inception mission;
* Submit the IR, the draft and final evaluation reports, and develop and deliver a power point presentation on the main findings and recommendations emerging from the evaluation once the evaluation report has been finally approved;
* Manage the evaluation work plan, respecting deadlines for specific activities and deliverables;
* Maintain a high level of communication with the team member(s) and UNICEF staff involved in management of the evaluation.

***The Evaluation Reference Group***

The ERG does not have any formal evaluation management responsibilities. It will act in an advisory capacity and provide inputs on all main evaluation deliverables that are expected to strengthen the quality and credibility of the evaluation. The reference group members will be expected to:

* Be a sounding board for feedback during the evaluation;
* Provide feedback on the evaluation approach presented by the Evaluation Team Leader when the IM is organized;
* Enable access to key informants during the evaluation process;
* Participate in interviews with evaluators as relevant;
* Review and comment on the IR;
* Participate in the presentation of evaluation preliminary findings;
* Review and discuss the final report, in particular, findings and recommendation that concern possible strategic shifts UNICEF should make in a CP.

The UNICEF premises will be available, if needed. UNICEF Tajikistan will provide support in organizing meetings and field visits for the purposes of data collection and interviews, including covering the costs of local travel, if any, based on the invoices for actual expenses according to UNICEF rules and procedures submitted by the consultant. Printers, photocopying services and other similar services will be provided by UNICEF. It is expected that the Consultant(s) will use their own laptops.

The request for services under this contract will require the prospective consultant(s) to indicate their financial offer for the services to be provided (inclusive of fees, travel and accommodation costs, for the time spent in Tajikistan).

As part of the selection process, the office will select the consultant that quotes the lowest fee from the list of prospective Consultant who is deemed suitable for achieving all the tasks on time and as per the criteria and deliverables stipulated in the Terms of Reference.

The consultant’s fee may be reduced if the assignments/deliverables are not fulfilled to the required standard. In a case of serious dissatisfaction with the consultant’s performance the contract may be terminated in line with UNICEF procedure in such matters and as spelled out in the contract.