

TERMS OF REFERENCE

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Section:	Office of the Representative	Date:	22 August 2023
Title:	National Young/Emerging Evaluator (National YEE)	Location:	Yemen CO
Reporting to:	Evaluation Specialist	Contract type:	Internship
Duration:	Part time - 6 months	Start date:	01 Oct 2023

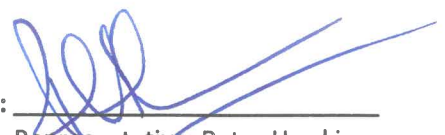
Section	Content
Objectives	<p>UNICEF Yemen is focused particularly on the role of young and emerging (YEEs) national evaluators at all stages of the evaluation process. Evaluations at UNICEF Yemen are governed by an evaluation reference group (ERG) that provides feedback at all key stages of the evaluation (planning, implementation, dissemination, and use) and guidance to the evaluation in cases of conflict or other contractual and contextual issues. At UNICEF Yemen, the ERG for 2023-2024 will be comprised of a core group of cross-sectoral UNICEF staff and young and emerging evaluators, who will be joined by a rotating set of program-specific members based on the evaluation program. The YEEs' addition to the ERGs for UNICEF's evaluations is intended to:</p> <ul style="list-style-type: none"> • Strengthen youth voices during all stages of the evaluation process; and • Provide opportunities for YEEs in Yemen to gain substantive experience with the evaluation process.
Background	<p>UNICEF works in some of the world's toughest places, to reach the world's most disadvantaged children. To save their lives. To defend their rights. To help them fulfill their potential.</p> <p>Across 190 countries and territories, we work for every child, everywhere, every day, to build a better world for everyone.</p> <p>In the 1970s UNICEF established a presence in Yemen to respond to the urgent needs of children in the poorest country in the Middle East. In 1991, Yemen ratified the Convention on the Rights of the Child, and it was enacted immediately. Since then, the country has been making steady progress for children until it plunged into a brutal conflict in 2015 but even before that, Yemen needed large amounts of humanitarian assistance.</p> <p>In collaboration with local authorities, non-governmental organizations, and community partners, UNICEF is working in all the governorates in Yemen to respond to the needs of children throughout the country with a continuum of services to help children survive and grow to their full potential through the following programmes: Health, Nutrition, Water, Sanitation and Hygiene, Basic Education, and Child protection.</p> <p>For more on our work in Yemen, please visit our website: https://www.unicef.org/yemen/. This internship assignment is part of UNICEF's initiative to strengthen evaluation capacity.</p>
Scope of work	<p>Within the delegated authority and under the supervision of the Evaluation Specialist or designated mandated representative(s), the National YEEs, as members of the Evaluation Reference Group (ERG), will contribute to the following tasks:</p> <ul style="list-style-type: none"> • Support in providing feedback on and endorsing evaluation ToRs; • Support in providing feedback on and endorsing evaluation inception reports; • Support in engaging actively and periodically with the substance of evaluations, providing preliminary feedback to the evaluator(s) during all meetings / debriefs which require the ERG's participation and / or deliberation (i.e. ToRs endorsement, inception report review, presentation of preliminary findings); • Support in providing feedback on draft evaluation reports; and • Assisting in resolving any unforeseen issue related to the evaluation that requires guidance and / or deliberation. • Any other related tasks as may be required or assigned by the supervisor.

	<p>The National YEEs on the ERG will particularly serve to support in representing the perspectives of evaluators aged 35 and younger, as well as evaluators with less than 5 years of experience in evaluation. However, participants will act as a collective group and, to the extent possible, will not represent national/organizational interests.</p>
Deliverables and Schedules	<p>The National YEEs will support improving the quality of evaluation ToRs, inception reports, and final reports by contributing perspectives that have often been lacking in the evaluation process.</p> <p>National YEEs' participation will also provide entry-level experience dealing with substantive issues around evaluation to the participating young/emerging evaluators, which will support the development of systemic evaluation capacity in Yemen.</p> <p>Age, Gender and Diversity (AGD) perspective is systematically applied, integrated, and documented in all activities throughout the assignment.</p>
Responsibilities	<p>The supervisor together with the other team members will provide training and guidance to the National YEE.</p> <p>The National YEE is expected to work remotely and onsite from the UNICEF offices in Yemen based on the work requirements.</p> <p>Occasional travel inside Yemen is anticipated as part of this assignment but is negotiable.</p>
Timing	<p>The duration of the assignment is on a part-time basis with the possibility of an extension. The successful candidate can arrange their working days flexibly, depending on the work plan they jointly prepare with the section team.</p>
Profile Requirements	<p>Enrolled in a degree programme in an undergraduate or graduate school in one of the following fields: social science, statistics, or related fields, or have graduated with a degree in one of these fields within the past 2 years.</p> <p>Applicants must be at least 20 years old.</p> <p>Excellent academic performance as demonstrated by recent university or institution records.</p> <p>Excellent written communication skills.</p> <p>Good knowledge of MS Office and computer skills (MS applications, especially Word, Publisher and Excel).</p> <p>Strong command of Arabic is essential. Knowledge of English is considered an asset.</p> <p>A high level of individual responsibility, commitment, and initiative.</p> <p>Demonstrates openness in sharing information and keeping people informed.</p> <p>Have no immediate relatives (e.g. father, mother, brother, sister) working in any UNICEF office; and have no other relatives in the line of authority that the National YEE will report to.</p>
Administrative issues	<ul style="list-style-type: none"> • Supervisor: Sarah Capper • The National YEE will provide themselves with a laptop and ensure a reliable internet connection. • The selected National YEE will be required to share proof of health/medical insurance prior to contract issuance. Health/Medical Insurance costs will be borne by the national YEE. • UNICEF Yemen provides medical evacuation, and medical insurance that the international YEE holds has to include provisions for medical evacuation. • UNICEF Yemen will provide the selected National YEE Malicious Acts Insurance Coverage for service-incurred injuries and malicious acts as per the (DHR/PROCEDURE/2019/002) or as amended.
Budget*	<i>760 USD Stipend</i>

AUTHORIZED BY: 
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ENDORSED BY:  22/08/2023
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