

TERMS OF REFERENCE FOR EVALUATION TEAM LEADER (CONSULTANT)

| TERMS OF REFERENCE (to be completed by Hiring Office) | |
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| Hiring Office: | UNFPA Arab States Regional Office |
| Purpose of consultancy: | A regional evaluation team leader will be hired to lead and carry out the Regional Programme Evaluation (RPE) in Arab States region, which will be a part of the global evaluation of the UNFPA Strategic Plan 2022-2025 |
| Scope of work: <i>(Description of services, activities, or outputs)</i> | <p>As a regional evaluation team leader, the consultant will be expected to:</p> <ul style="list-style-type: none"> ▪ Lead the RPE and ensure its completion as per agreed timelines and evaluation standards of UNEG/UNFPA; ▪ Provide guidance to and supervise the regional evaluation thematic specialists (including coaching the young evaluator); ▪ Lead the development and finalization of the RPE inception report as inputs to the global inception report; ▪ Carry out data collection at the Arab States Regional Office and in the field, as required; ▪ Draft and finalize the RPE report with inputs from key stakeholders; ▪ Contribute evidence gathered to the global evaluation of the Strategic Plan; ▪ Regular engagement with the evaluation team and managers (HQ and regional); ▪ Engage actively in the stakeholder/recommendations workshop; ▪ Support key dissemination activities of evaluation results (e.g., presentation of the results of the evaluation to key stakeholders); ▪ Serve as a technical expert of one or more of UNFPA mandate areas. |
| Duration and working schedule: | The estimated duration of the assignment is 40 days between December 2023 – September 2024. |
| Place where services are to be delivered: | Home based/remotely with select missions to the Arab States Regional Office in Cairo and country offices. |
| Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.): | <p>The indicative timeline of the evaluation is provided in the Terms of Reference of the global evaluation of the UNFPA Strategic Plan 2022-2025.</p> <p>In particular, the consultant will be responsible for completing the following key deliverables of the evaluation by the deadlines listed below:</p> <ul style="list-style-type: none"> ● Inputs to the global inception report on the RPE component: December 2023 ● Data collection: January-April 2024 ● Draft Regional Programme Evaluation Report: 6 June 2024 ● Final Regional Programme Evaluation Report: 5 September 2024 <p>The deliverables are expected to be submitted electronically.</p> |
| Monitoring and progress control, including reporting requirements, periodicity format and deadline: | <p>The Regional Monitoring and Evaluation Advisor will manage the consultancy and monitor the consultant's completion of deliverables.</p> <p>The total amount of the contract will be based on an agreed lump sum, based on levels of input which is estimated to be equivalent to 40 working days. Payment will be released upon approval of the respective key deliverables:</p> <ul style="list-style-type: none"> ● Inputs on the RPE component to the global inception report : 10% of total payment ● PPTs/notes on the regional office and country offices missions: 20% of total payment ● Draft RPE Report: 40% of total payment ● Final RPE Report: 30% of total payment <p>The key deliverables of the evaluation will be subject to UNFPA evaluation quality</p> |

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| | assurance and assessment guidance as well as UNEG standards and norms. The evaluation report will also undergo an ex-post quality assessment by an external assessor. |
| Supervisory arrangements: | Reporting functionally to the Regional Monitoring and Evaluation Advisor, and technically to the Team Leader/RPE Focal Point in the global evaluation of the Strategic Plan. |
| Expected travel: | Arab States regional office in Cairo and selected country offices, as necessary (to be determined at the inception phase). |

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| Required expertise, qualifications and competencies, including language requirements: | <p>Minimum qualifications required for the regional evaluation team leader:</p> <ul style="list-style-type: none"> ● Master's degree or equivalent in development studies, population studies, economics, social studies, health, international relations or other related fields. ● At least 10 years of experience in conducting evaluations for international organizations or development agencies, including evaluations around strategic planning. ● Strong knowledge and experience in evaluation of programmes in humanitarian context. ● Experiences of conducting evaluations in the areas of sexual and reproductive health, population policies, human rights, gender and social norms, in humanitarian, development and peace context. ● Extensive knowledge of the mandate areas of UNFPA as well as UN system, including UN reform processes. ● Proven skills evaluation methodology and analysis, including quantitative and qualitative techniques. ● Experience working with a multidisciplinary team of experts. ● Excellent interpersonal and communication skills (written and spoken). ● <p>Work experience in/good knowledge of the Arab States regional context ●</p> <p>Excellent drafting/report writing skills, analytical skills, and computer skills.</p> <ul style="list-style-type: none"> ● Excellent command in written and spoken English; Working knowledge of Arabic will be an asset. |
| Inputs / services to be provided by UNFPA or implementing partner (e.g. support services, office space, equipment), if applicable: | None. |
| Other relevant information or special conditions, if any: | The Terms of Reference of the global evaluation of the UNFPA Strategic Plan 2022-2025 . (The specific ToR for the regional evaluation component will be shared at a later stage) |
| <p>Signature of Requesting Officer in Hiring Office:</p> <p>Oanh Nguyen, Regional M&E Advisor Date: 25-Oct-2023</p> | |

Cleared and Approved by: _____

Ms. Laila Baker
Regional Director

29-Oct-2023

Date: _____