

TERMS OF REFERENCE

International Consultant (Team Leader) – 6th Country Programme Evaluation

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	UNFPA Maldives Country Office
Purpose of consultancy:	<p>An independent evaluation to assess the achievements of the sixth country programme (2016-2020), and draw lessons learned from its design through implementation to inform development of the next country programme (2021-2025).</p> <p>Background of programme:</p> <p>In line with UNFPA's Evaluation Policy, this evaluation will serve the following purposes: demonstrate accountability to stakeholders on the contribution of 6th CP to agreed results, generate evidence and lessons to support evidence-based programming in UNFPA, and provide necessary evidence to design UNFPA's 7th Country Programme of Support. The evaluation results will also feed into the ongoing assessment of the UNDAF in the Maldives.</p> <p>This will be an external, independent exercise conducted by an independent Evaluation Team in accordance with UNFPA guidance on Country Programme Evaluations, ethical norms and UNEG standards. The CPE will be managed by the CO in close collaboration with the Regional Monitoring and Evaluation Advisor at the Asia-Pacific Regional Office (APRO).</p> <p>The primary users of CPE will be decision-makers in UNFPA (at country office and relevant regional and global units), the Executive Board and counterparts in the Government of Maldives as well as other implementing partners.</p> <p>The evaluation will be conducted by an independent two-member evaluation team composed of an International Consultant/Evaluation Team Leader and a National Consultant.</p> <p>These Terms of Reference (ToR) set out the details of the roles and responsibilities of the team leader based within the boundaries of the overall Country Programme Evaluation Terms of Reference.</p>
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>The Evaluation Team Leader will have the overall responsibility during all phases of the evaluation to ensure the timely completion and high quality of the evaluation processes, methodologies, and outputs. In close collaboration with national consultant, she/he will lead the design of the evaluation, guide the methodology and application of the data collection instruments, and lead the consultations with stakeholders. At the reporting phase, she/he is responsible for putting together the draft evaluation report, based on inputs from other evaluation team members, and in finalizing the report based on inputs from the ERG and stakeholders.</p> <p>The main responsibilities of the team leader in the three phases are as follows:</p> <p>Design (Phase 1)</p> <ul style="list-style-type: none"> • Pre-evaluation briefings with the Evaluation Team (ET) on 6th CPE expectations and requirements • Desk review of secondary data and information for the development of the CPE Design Report • Draft and submit CPE Design Report to the CO/Evaluation Reference Group (ERG) <p>Field (Phase 2)</p> <ul style="list-style-type: none"> • ET briefing, presentation, and approval of Design Report (including data collection tools and field work plan) • Desk review and key informant interviews • Debrief at the CO <p>Reporting (Phase 3)</p> <ul style="list-style-type: none"> • Preparation and submission of first draft evaluation report • Feedback based on Quality assurance of the first draft evaluation report by the ERG, CO, and APRO M&E Adviser • Preparation and submission of the second draft evaluation report • Presentation and validation of evaluation results in an in-country dissemination workshop • Preparation and submission of the final evaluation report based on comments expressed during the dissemination workshop, and all collected data • Review of Final Evaluation Report using the EQA Grid and submission of the Final Report and draft EQA to EO
Duration and working schedule:	35 working days from May through September 2019 as per schedule in the Country Programme Evaluation TOR

Place where services are to be delivered:	Remote-Home Based (20 days) and In-Country, Maldives (15 days)
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	<p>a. A design report including (as a minimum):</p> <ul style="list-style-type: none"> • Stakeholder map; • Evaluation Matrix (including final list of evaluation questions and indicators); • Overall evaluation design and methodology, including a detailed description of the data collection plan for the field phase; • Roles and responsibilities of the team members and a work plan; <p>b. A debriefing presentation document synthesizing the main preliminary findings, conclusions and recommendations of the evaluation, to be presented and discussed with the CO and ERG during the debriefing meeting foreseen at the end of the field phase;</p> <p>c. A draft evaluation report (followed by a second draft, taking into account potential comments from the evaluation reference group);</p> <p>d. A presentation of the results of the evaluation for the dissemination workshop;</p> <p>e. A final report, based on comments expressed during the dissemination workshop, and all collected data; and</p> <p>f. an Evaluation Brief, a two-page summary of key evaluation findings/ conclusions/ recommendations of the final CPE report.</p> <p>All work will be delivered electronically in editable format (MS Word) as per the schedule in the CPE TOR.</p>
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	This evaluation is an independent evaluation. The quality assurance will be managed by the Evaluation Reference Group (ERG) comprising of external group of stakeholders (national government, civil society, multilateral and bilateral donors, sister UN agencies and UNFPA APRO). The ERG will meet at least three times during the evaluation to ensure the milestones are achieved and to provide feedback and quality assurance of the deliverables and process.
Supervisory arrangements:	Evaluation Manager (UNFPA Assistant Representative)
Expected travel:	Around July 2019 to Male', Maldives
Required expertise, qualifications and competencies, including language requirements:	<p>The International Consultant will provide overall leadership to the evaluation team of one other national consultant. Qualifications and experience include:</p> <ul style="list-style-type: none"> • An advanced degree in social sciences, political science, economics, statistics, programme management, monitoring and evaluation, or related fields; • Familiarity with the UNFPA or UN mandates and operations is essential; • Significant knowledge of and professional experience (minimum 7 years) in leading and conducting programme evaluations in the field of development assistance of UN agencies and/or other international organizations; Prior experience in leading UNFPA CPEs is highly desirable. • Familiarity with the region is essential, and experience with small islands is an advantage • Substantive knowledge and experience in one of the programmatic areas covered by the evaluation (SRH and rights, population and development, adolescent sexual and reproductive health [ASRH]); • Excellent management skills and ability to work with multi-disciplinary and multi-cultural teams; • Excellent analytical, communication, and reporting skills; and • Fluency in English.
Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	The UNFPA CO will provide the necessary documents and reports and refer the team to web-based material or relevant official databases. The CO management and staff will make themselves available for interviews and provide technical assistance, as appropriate. The CO will provide necessary logistical support in terms of providing spaces for the meetings, assist in making the appointments and arranging travels and site visits, when necessary. The CO will assist the evaluation team in preparing and facilitating discussions at the field level. Use of office space will be provided as needed.
Other relevant information or special conditions, if any:	<p>Payment:</p> <p>Payments will be made in tranches and based on key deliverables. Terms and conditions will be in accordance with UN contract procedures. Remuneration will be based on years of work experience in the relevant field and standard rates for UN consultancy.</p>

How to apply:

All applications; i.e. expression of interest should be addressed to The Assistant Representative and sent to the following email address: maldives.office@unfpa.org before the closing date of 30 April, 2019. Application should include the CV and completed P-11 form.

Signature of Requesting Officer in Hiring Office:

Date: