



United Nations Population Fund

TERMS OF REFERENCE
YOUNG AND EMERGING EVALUATOR
MDV-ToR/2025/001

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Hiring Office:	UNFPA Maldives Country Office
Background and purpose of consultancy:	<p>The 2024 UNFPA Evaluation Policy encourages country offices to conduct country programme evaluations (CPEs) for every programme cycle and, as a minimum, every two cycles. UNFPA Maldives will be undertaking a country programme evaluation (CPE) to provide an independent assessment of the performance of its 7th Country Programme (2022-2026) and offer an analysis of various facilitating and constraining factors influencing programme delivery and the achievement of intended results. The CPE will also draw conclusions and provide a set of actionable recommendations for the next programme cycle.</p> <p>UNFPA Maldives is seeking to hire a young and emerging evaluator (YEE) to provide support to the evaluation manager and the evaluation team during the CPE process.</p>
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>The young and emerging evaluator will be involved in all the phases of the CPE, namely Preparation, Design, Field, Reporting and Dissemination and Facilitation of use phases as described in the UNFPA Evaluation handbook.</p> <p>The YEE is expected to perform a variety of tasks (as described in the Guidance note on meaningfully engaging youth in evaluations under the guidance and supervision of the evaluation manager. These include:</p> <ul style="list-style-type: none"> ● Support the CPE manager in completing key tasks involving: drafting notes, data management, desk review of relevant documents, communication with the key stakeholders, organizing meetings and organizing logistics related to the implementation of CPE activities; ● Support the preparation of PowerPoint presentations, graphs, tables and diagrams; ● Support data collection in the field; ● Contribute to data analysis; ● Support key dissemination activities of evaluation results (e.g., presentation of the results evaluation to key stakeholders).



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Duration and working schedule:	The consultancy will be for a duration of 10 months from February to November 2025.
Place where services are to be delivered:	The YEE is expected to work in the Maldives country office. Applicants who are not Maldivian citizens must have a valid work permit to work in Maldives.
Supervisory arrangements:	The YEE will report to the CPE Manager and Evaluation Team Leader. The CPE Manager will manage and monitor the progress of the evaluation and payments will be released upon approval by the CPE Manager.
Expected travel:	Travel will be determined based on needs identified notably during the fieldwork (data collection) phase.
Required expertise, qualifications and competencies, including language requirements:	<p>The young and emerging evaluator is under 35 years of age and is expected to meet the following minimum qualifications:</p> <ul style="list-style-type: none"> ● Bachelor's degree in development studies, population studies, economics, monitoring and evaluation, social sciences, public health, or any other relevant discipline; ● Certificate in evaluation or equivalent qualification; ● Less than 5 years of work experience in monitoring and evaluation, research or social studies in the field of international development; ● Excellent analytical and problem-solving skills; ● Demonstrated ability to work in a team; ● Strong organizational skills, communication skills and writing skills; ● Good command of information and communication technology and data visualization tools; ● Good knowledge of the mandate and activities of UNFPA or other United Nations organizations will be an advantage; ● Keen interest to improve as a professionally competent evaluator within the framework of the national evaluation capacity of the country.
Other relevant information or special conditions, if any:	The YEE must have their own laptop.