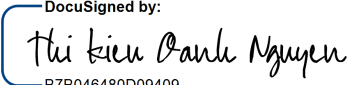


## TERMS OF REFERENCE FOR THEMATIC SPECIALISTS - CONSULTANT

<b>TERMS OF REFERENCE (to be completed by Hiring Office)</b>	
Hiring Office:	UNFPA Arab States Regional Office
Purpose of consultancy:	Two thematic specialists will be hired to carry out the Regional Programme Evaluation (RPE) in the 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 thematic specialist, under the guidance and supervision of the Team Leader and the Regional M&amp;E advisor the consultant will be expected to:</p> <ul style="list-style-type: none"> <li>▪ Ensure the completion of the evaluation of the Regional Programme in the Arab States region as per agreed timelines and evaluation standards of UNEG/UNFPA.</li> <li>▪ Carry out data collection at the Arab States Regional Office and in the field, as required.</li> <li>▪ Draft and finalize sections of the RPE report as agreed with the Team Leader and with inputs from key stakeholders.</li> <li>▪ Contribute evidence gathered to the global evaluation of the Strategic Plan</li> <li>▪ Regular engagement with the evaluation team and managers (HQ and regional).</li> <li>▪ Engage actively in the stakeholder/recommendations workshop.</li> <li>▪ Support key dissemination activities of evaluation results (e.g., presentation of the results evaluation to key stakeholders).</li> </ul>
Duration and working schedule:	The estimated duration of the assignment is 30 days for each thematic specialist 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"> <li>• Inputs on the RPE component to the global inception report: December 2023</li> <li>• Data collection: January-April 2024</li> <li>• Draft Regional Programme Evaluation Report: 6 June 2024</li> <li>• Final Regional Programme Evaluation Report: 5 September 2024</li> </ul> <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 lumpsum, based on levels of input which is estimated to be equivalent to 30 working days. Payment will be released upon approval of the respective key deliverables:</p> <ul style="list-style-type: none"> <li>• Inputs to the global inception report on the RPE component: 10% of total payment</li> <li>• PPTs/notes on the regional office and country offices missions: 20% of total payment</li> <li>• Draft RPE Report: 40% of total payment</li> <li>• Final RPE Report: 30% of total payment</li> </ul> <p>The key deliverables of the evaluation will be subject to UNFPA evaluation quality 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.</p>
Supervisory arrangements:	The thematic specialist will be directly supervised by the regional evaluation team leader. Reporting functionally to the Regional Monitoring and Evaluation Advisor.
Expected travel:	Arab States regional office in Cairo and selected country offices (to be determined at the inception phase).
Required expertise, qualifications and competencies, including language requirements:	<p>Minimum qualifications required for the thematic specialist::</p> <ul style="list-style-type: none"> <li>• Master's degree or equivalent in development studies, population studies, economics, social studies, health, international relations or other related field.</li> <li>• At least 7 years of experience in conducting evaluations for international organizations or development agencies, including evaluations around strategic</li> </ul>

	<p>planning.</p> <ul style="list-style-type: none"> <li>● Strong knowledge and experience in evaluation of programmes in humanitarian context.</li> <li>● Experiences of conducting evaluations in the areas of sexual and reproductive health(SRH), human rights, youth, gender and social norms, population policies in humanitarian, development and peace context.</li> <li>● Extensive knowledge of at least one of the mandate areas of UNFPA (SRH, PD, Gender and youth) as well as UN system, including UN reform processes.</li> <li>● Proven skills evaluation methodology and analysis, including quantitative and qualitative techniques.</li> <li>● Experience working with a multidisciplinary team of experts.</li> <li>● Excellent interpersonal and communication skills (written and spoken).</li> <li>● Work experience in/good knowledge of the Arab States regional context.</li> <li>● Excellent drafting/report writing skills, analytical skills, and computer skills.</li> <li>● Excellent command in written and spoken English; Working knowledge of Arabic will be an asset.</li> </ul>
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:	<a href="#">The Terms of Reference of the global evaluation of the UNFPA Strategic Plan 2022-2025.</a> (The specific ToR for the regional evaluation component will be shared at a later stage)
<p>Signature of Requesting Officer in Hiring Office:</p> <div style="display: flex; align-items: center; margin-top: 20px;"> <div style="margin-right: 20px;"> <p>DocuSigned by:</p>  <p>B7B046480D09409...</p> </div> <div> <p>Oanh Nguyen, Regional M&amp;E Advisor</p> <p>Date: 25-Oct-2023</p> </div> </div>	

Cleared and Approved by:

DocuSigned by:

*Laila Baker*

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Ms. Laila Baker  
Regional Director

Date:

25-Oct-2023