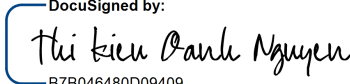



TERMS OF REFERENCE FOR Young & Emerging Evaluator (CONSULTANT)

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	UNFPA Arab States Regional Office
Purpose of consultancy:	A young evaluator will be hired to support 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 young evaluator supporting the regional programme evaluation component, under the guidance and supervision of the Team Leader and the Regional M&E advisor, the consultant will be expected to:</p> <ul style="list-style-type: none"> ▪ Support the completion of the evaluation of the Regional Programme in the Arab States region as per agreed timelines and evaluation standards of UNEG/UNFPA. ▪ Support data collection at the Arab States Regional Office and in the field, as required. ▪ Contribute to sections of the RPE report as agreed with the Team Leader and 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 evaluation to key stakeholders).
Duration and working schedule:	The estimated duration of the assignment is 35 days between December 2023 – September 2024.
Place where services are to be delivered:	Home based/remotely.
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 supporting 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 lumpsum, based on levels of input which is estimated to be equivalent to 35 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 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 young evaluator will be directly supervised by the regional evaluation team leader. Reporting functionally to the Regional Monitoring and Evaluation Advisor, a
Expected travel:	N/A
Required expertise, qualifications and competencies, including language requirements:	<p>The young and emerging evaluator must be under 35 years of age with the following competencies, skills and experience:</p> <ul style="list-style-type: none"> ● Bachelor's degree in development studies, population studies, economics, social studies, health, international relations or other related field. ● Certificate in evaluation or equivalent qualification.

	<ul style="list-style-type: none"> • Up to five years of work experience in conducting evaluation or M&E 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 UN organizations will be an advantage. • 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)
Signature of Requesting Officer in Hiring Office: <div style="text-align: center;"> <p>DocuSigned by:</p>  <p>B7B046480D09409...</p> </div> <p>Oanh Nguyen, Regional M&E Advisor Date: 25-Oct-2023</p>	

Cleared and Approved by:

DocuSigned by:

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 Ms. Laila Baker
 Regional Director

Date:

25-Oct-2023