

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

TERMS OF REFERENCE - National Consultant - Country Programme Evaluation Young and Emerging Evaluator	
Hiring Office:	UNFPA Sri Lanka Country Office (CO)
Purpose of consultancy:	<p>UNFPA Sri Lanka is conducting an independent evaluation of its Country Programme of Assistance to the Government of Sri Lanka (2018-2022), in accordance with UNFPA 2019 Evaluation Policy. The 9th Country Programme, currently being implemented in its 4th year, focuses on adolescent and youth development, gender equality and women's empowerment (GEWE) and population and development.</p> <p>In line with the evaluation policy, the purpose of this Country Programme Evaluation (CPE) is to demonstrate accountability to the stakeholders on the contributions of the country programme (CP) to agreed results; generate evidence and lessons to support evidence-based programming in UNFPA and provide necessary evidence to design the UNFPA 10th country programme of support.</p> <p>The primary users of the CPE will be the decision-makers in UNFPA (at the country office and relevant regional and global units), the Executive Board and counterparts in the Government of Sri Lanka, United Nations Country Team (UNCT), Development partners, Civil Society Organizations (CSOs), private sector as well as other implementing partners (IPs).</p> <p>The overall objectives of the CPE are: (i) an enhanced accountability of UNFPA and the Sri Lanka country office for the relevance and performance of its country programme, and (ii) a broadened evidence-base for the design of the next programming cycle.</p> <p>The specific objectives of the CPE are to:</p> <ol style="list-style-type: none"> a) provide an independent assessment of the relevance, effectiveness, efficiency, and sustainability of the CP; b) provide an assessment of the CO's strategic positioning within the UNCT, development community and national partners, in view of enhancing UNFPA's coordination and value add to achieve the country's development results. c) draw key lessons from past and current cooperation and provide a set of clear and forward- looking options leading to strategic and actionable recommendations for the next programming cycle. <p>The CPE will cover the time period 2018 up to the first half of 2021 and will include all initiatives implemented under the outcomes of the 9th CP. The geographic scope is focused at the National level and sub national level (North, South, East and Central provinces). It will also include cross cutting issues such as Human Rights, GEWE, Triple nexus, disability and foundational functions such as communication, resource mobilization, Monitoring & Evaluation, partnerships, innovation and operations.</p> <p>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) and with oversight of the UNFPA Evaluation Office (EO). The evaluation reference group (ERG) will be consulted throughout the evaluation process.</p> <p>The CPE will be conducted by an independent evaluation team in accordance with the UNFPA Evaluation handbook 2019 edition, UNEG and UNFPA evaluation norms and standards. The evaluation team will consist of: (i) an evaluation team leader (International consultant), and (ii) a thematic expert in thematic areas relevant to the UNFPA mandate (SRHR; adolescents and youth; gender equality and women's empowerment; and population dynamics). As part of the efforts of UNFPA to strengthen national evaluation capacities, the evaluation team will also include a young and emerging evaluator who will provide support to the evaluation team throughout the evaluation process.</p>
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>The Young and Emerging Evaluator will work closely with the Team Leader and the Thematic Expert and contribute to all phases of the CPE. S/he will</p> <ul style="list-style-type: none"> • Support the evaluation Team Leader and the Thematic Expert in developing the evaluation methodology, reviewing and refining the theory of change, finalizing the evaluation questions, and developing the evaluation matrix, data collection methods and tools, as well as indicators and contribute to the preparation of the design report. • Participate in data collection (site visits, interviews, group discussions and document review) • Contribute to data analysis and the drafting of the evaluation report, as agreed with the evaluation team leader.

	<ul style="list-style-type: none"> Provide administrative support throughout the evaluation process and participate in meetings with the evaluation manager, CO staff and the ERG.
Duration and working schedule:	<p>40 working days from July to December 2021 as follows:</p> <p>Design phase (design report) – 8 days</p> <p>Field phase (data collection, data analysis, debriefing and validation) – 18 days</p> <p>Reporting phase (data analysis and draft and final Evaluation report) – 13 days</p> <p>Dissemination phase (presentation of evaluation results & evaluation brief) – 1 day</p>
Place where services are to be delivered:	Colombo, Sri Lanka.
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	<ul style="list-style-type: none"> A design report including (at a minimum) (i) the evaluation approach and methodology (incl. the theory of change and sampling strategy); (ii) the final stakeholder map; (iii) the evaluation matrix (incl. the final evaluation questions, indicators, data sources and data collection methods); (iv) data collection tools and techniques (incl. interview and group discussion protocols); and (v) a detailed evaluation work plan and agenda for the field phase. A debriefing presentation document synthesizing the main preliminary findings, conclusions and recommendations of the evaluation, to be presented and discussed with the CO, IPs and ERG during the debriefing meeting foreseen at the end of the field phase to provide the opportunity for complementary information and/or rectify the inaccurate interpretation of data and information collected. A draft evaluation report (followed by a revised draft, taking into account potential comments from the CO and evaluation reference group). A presentation of the results of the evaluation for the dissemination workshop. A final report and revised presentation of the results of the evaluation, based on comments expressed during the dissemination workshop, and all collected data. An Evaluation Brief, a two-page summary of key evaluation findings/ conclusions/ recommendations of the final CPE report. The structure, content and layout of the evaluation brief should be similar to the briefs that the UNFPA Evaluation Office produces for centralized evaluations. <p>All deliverables will be drafted in English and shall follow the structure and detailed outlines in the Evaluation Handbook on How to Design and Conduct a Country Programme Evaluation at UNFPA.</p> <p>All work will be delivered electronically in editable format (MS Word).</p>
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	<p>The Team Leader will monitor the progress of work and quality of inputs delivered by the Young and Emerging Evaluator.</p> <p>The quality assurance will be managed by the Evaluation Manager and the Evaluation Reference Group (ERG) composed of an external group of stakeholders (national government, civil society, and UNFPA CO and 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.</p>
Supervisory arrangements:	The Young and Emerging Evaluator will report directly to the International Team Leader and function under the overall supervision of the Evaluation Manager (Assistant Representative)
Expected travel:	Based in Sri Lanka with travel to UNFPA intervention sites in districts depending on the COVID-19 pandemic situation and related restrictions.
Required expertise, qualifications and competencies, including language requirements:	<p>The Young and Emerging Evaluator must be under 35 years of age.</p> <p>Academic/professional Qualification:</p> <ul style="list-style-type: none"> A Bachelor's degree in public health, demography or population studies, social sciences, statistics, development studies or a related field. <p>Experience:</p> <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. Good knowledge of the mandate and activities of UNFPA or other United Nations organizations will be an advantage. <p>Required Competencies:</p> <p>Values:</p> <ul style="list-style-type: none"> Exemplifying integrity Demonstrating commitment to UNFPA and the UN system Embracing cultural diversity Embracing change

	<p>Core Competencies:</p> <ul style="list-style-type: none"> • Achieving results • Being accountable • Developing and applying professional expertise/business acumen, • Thinking analytically and strategically • Working in teams/managing ourselves and our relationships • Communicating for impact <p>Functional Competencies:</p> <ul style="list-style-type: none"> • Excellent analytical and problem-solving skills. • Ability to work in a team. • Strong communication and writing skills. • Good planning and organizational skills including multi-tasking and time management. • Good command of information and communication technology and data visualization tools. <p>Language: Fluency in English and Sinhala or Tamil.</p>
<p>Inputs / services to be provided by UNFPA or implementing partner (e.g. support services, office space, equipment), if applicable:</p>	<p>The Evaluation Manager will provide to the Evaluation team the CPE Terms of Reference, relevant documents, list of UNFPA interventions and a stakeholder map. The CO management and staff will make themselves available for interviews and provide support as appropriate. The CO will provide necessary logistical support for organizing meetings, travel and site visits when necessary.</p> <p>For guidance on the evaluation process, evaluation tools, detailed outline of the design report and the evaluation report and other templates, please refer the Evaluation Handbook on How to Design and Conduct a Country Programme Evaluation at UNFPA available at: https://www.unfpa.org/EvaluationHandbook</p>
<p>Other relevant information or special conditions, if any:</p>	<p>Payment of the fees will be based on the delivery of outputs, as follows:</p> <ul style="list-style-type: none"> • Upon CO acceptance of the design report 20%. • Upon completion of a field phase 20%. • Upon CO acceptance (after clearance by ERG) of the second draft evaluation report 30%. • Upon CO acceptance (after clearance by ERG) of the final evaluation report 30%. <p>How to apply: Interested individual potential candidates must submit the following documents and information to demonstrate their experience and qualifications:</p> <ul style="list-style-type: none"> • Detailed personal Curriculum Vitae including the relevant and past experience in similar domain and scope of work, including at least 3 references. • A cover letter that articulates why he/she is the most suitable candidate for this assignment (this should highlight the fit to experience, qualifications and competencies mentioned in this ToR). • Financial offer details, clearly outlining the daily consultancy professional fee and articulated around deliverables. • Previous work samples (at least 2 work samples) related to the consultancy scope of work, ideally evaluation reports.
<p>Signature of Requesting Officer in Hiring Office: <i>R. Poorani</i></p> <p>Date: 19 May 2021</p>	