**TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT**

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| **TERMS OF REFERENCE (to be completed by Hiring Office)** | |
| Hiring Office: | UNFPA CO Belarus |
| Purpose of consultancy: | In 2019, UNFPA CO Belarus is engaging in preparation of its 3d country programme (2021-2025). To inform this process, a comprehensive evaluation of the two previous country programmes (2010-2015 and 2015-2018), covering the period 2010-2018 is to be undertaken.  The evaluation team will consist of one team leader and two national consultants. |
| Scope of work:  *(Description of services, activities, or outputs)* | The **Evaluation Team Leader** will hold the overall responsibility for:     * The design and implementation of the CPE (Country programme evaluation) process. * Desk study review of all programmatic documents * Conduct field work for collection of data * She/he will be responsible for the production and timely submission of all expected deliverables of the CPE, including design report, draft and final evaluation reports. * She/he will lead and coordinate the work of the Evaluation Team and ensure quality of the evaluation products. * The Evaluation Team Leader will be responsible for covering at least one programmatic area of the CPE. |
| Duration and working schedule: | Approximately 59 days between December 2018 - May 2019  (Schedule to be confirmed)  The exact number of workdays and workload distribution will be proposed by the Evaluation Team in the evaluation design report, subject to approval by UNFPA. Workdays will be distributed as necessary between the contract signing date and the end date, 8 May 2019.  Preparation work: 12 days  Field work 15 days  Reporting: 32 days |
| Place where services are to be delivered: | Home based, travels within Belarus is expected |
| Delivery dates and how work will be delivered (*e.g.* electronic, hard copy etc.): | Preparation: Scoping mission: 18 January  Design: Preparation and submission of design report: 18 February  Fieldworks: Starting 1 March  Reporting,  -Contribution to first draft report: 29 March  -Consolidation and finalization of the final report: 28 March  -Preparation and facilitation of stakeholder workshop: 8 May  The Evaluation Team will produce the following deliverables during their evaluation assignment:  · Design report (MS Word/Excel as required, 50 pages maximum) including (as a minimum): a) a stakeholder map; b) the evaluation matrix (including the final list of evaluation questions and indicators); c) reconstructed programme intervention logic, and d) the overall evaluation design and methodology, with a detailed description of the data collection plan for the field phase  · Debriefing presentation document (MS PowerPoint) synthesizing the main preliminary findings, conclusions and recommendations of the evaluation, to be presented and discussed with the country office during the debriefing meeting at the end of the field phase  · First and second draft final evaluation reports, second draft taking into account potential comments from the Evaluation Reference Group  · Evaluation presentation document (MS PowerPoint) for the dissemination workshop to be held in Minsk during the CPE reporting phase  · Final report (MS Word, 70 pages maximum plus annexes) taking into account all the comments made during the dissemination workshop |
| Monitoring and progress control, including reporting requirements, periodicity format and deadline: | Report written or oral tbc on field trips and regular meetings with the country office on the progress of the evaluation. |
| Supervisory arrangements: | The consultant work under the overall guidance and reports to the UNFPA CO Belarus evaluation manager. |
| Expected travel: | Expected travel to Minsk, planning-meeting in December (if applicable)  Fieldwork starting in January, possible travel in Belarus (tbc) |
| Required expertise, qualifications and competencies, including language requirements: | Advanced degree in social sciences, political science, public administration, economics or related fields  · Minimum 7 years of experience in leading complex evaluations, preferably in development aid for UN agencies or international development organizations  · Specialization in one of the programmatic areas covered by the evaluation (reproductive health and rights, gender equality, population and development, youth policies)  · Good knowledge and experience of programme evaluation  · Familiarity with UN and/or UNFPA mandate and activities  · Excellent management skills and ability to work with multi-disciplinary and multi-cultural teams  · Excellent analytical, communication and writing skills  · Excellent command of both spoken and written English is required. Working knowledge of Russian is a plus.  All Evaluation Team members should have in-depth knowledge of UNFPA programmatic areas and issues and challenges in the country. All must be committed to respecting deadlines of delivering outputs within the agreed timeframe. All should be knowledgeable of issues pertaining to gender equality and human rights. The team might be assisted by a translator/interpreter, according to its needs    The work of the Evaluation Team will be guided by the Norms and Standards established by the UN Evaluation Group. Team members will adhere to the Ethical Guidelines for Evaluators in the UN system and the Code of Conduct also established by UNEG. The evaluators will be requested to sign the Code of Conduct prior to engaging in the evaluation exercise. |
| Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable: | Not applicable |
| Other relevant information or special conditions, if any: |  |
| Signature of Requesting Officer in Hiring Office:  Date: | |