

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

TERMS OF REFERENCE	
Hiring Office:	UNFPA Office in Kosovo
Purpose of consultancy:	<p>The United Nations Population Fund (UNFPA) is the lead United Nations sexual and reproductive health agency for ensuring rights and choices for all. The strategic goal of UNFPA is to achieve the three transformative results: ending unmet need for family planning, ending maternal death, and ending violence and harmful practices against women and girls. In pursuing its goal, UNFPA has been guided by the International Conference on Population and Development (ICPD) Programme of Action (1994), the Millennium Development Goals (2000) and the 2030 Agenda for Sustainable Development (2015).</p> <p>Bosnia and Herzegovina, The former Yugoslav Republic of Macedonia, the Republic of Serbia, and Kosovo (UNSCR 1244) are UNFPA country offices that form one of the administrative clusters of the Eastern Europe and Central Asia region. The programmes of these offices have the harmonized programme cycle ending in 2020, therefore the cluster programme evaluation of all four programmes is planned as part of the UNFPA quadrennial evaluation plan (DP/FPA/2018/1) approved by the Executive Board. The evaluation process will be organized in line with UNFPA Evaluation policy, adapted to the cluster needs.</p> <p>UNFPA is looking for an individual national consultant with experience in evaluations in the field of development aid for UN agencies and/or other international organizations to act as National Evaluator of UNFPA Programme in Kosovo. The National Evaluator will work under the guidance and oversight of the International Team Leader and will act as a member of the National Evaluation Team consisting of the national evaluator, national expert(s) and national research assistant.</p>
Scope of work: <i>(Description of services, activities, or outputs)</i>	The National Evaluator will have overall responsibility for coordinating field data collection, data analysis, drafting of country case studies with the Team Leader, and providing support to the Team Leader through drafting cluster evaluation report in addition to collecting data for one substantive component. National evaluator should have expertise in at least one of the core subject area/s of the evaluation - Sexual and Reproductive Health, Gender-based Violence or Population Dynamics. National evaluators will also facilitate evaluation dissemination seminars and will assist the Team Leader in embedding comments from these seminars into the country case studies and joint evaluation report.
Duration and working schedule:	<p>The Cluster Evaluation will be conducted from 1.8.2018 – 30.6.2019. The National Evaluator will be hired as of 15.9.2018 for a total of 32 work days:</p> <ul style="list-style-type: none"> ● 5 work days for participation at the evaluation training; ● 15 work days for preparation and implementation of field work; ● 10 days for support to development of draft and final evaluation report with country case study, and ● 2 work days for preparation and presentation of evaluation findings at the dissemination seminars.
Place where services are to be delivered:	The location for training workshop will yet have to be determined but it is expected to require international travel in the region. The remaining work will be organised in Kosovo or home based.
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	<ul style="list-style-type: none"> ● Training workshop for national evaluators for evaluation design (5 days) will be held in 2nd week of October 2018; ● Lead Evaluator will be supported with finalisation of the evaluation design report and the report will be submitted to the

	<p>Cluster Evaluation Steering Committee in 3rd week of October 2018;</p> <ul style="list-style-type: none"> ● Field phase is planned for the period from November to December 2018. In this period, National Evaluator will have to plan and implement field activities along with the National Expert and National Research Assistant aimed to collection and analysis of evaluation data; ● 1st draft case study for Kosovo and presentation to Evaluation Steering Committee will be done by mid January 2019; ● 2nd draft case study will be done 3 weeks from presentation of 1st drafts; ● Presentation of findings at the dissemination seminar will be done at the beginning of March 2019; ● Draft cluster evaluation report will be done by 2nd week of May 2019; ● Final evaluation report with country case study will be done by mid-June 2019.
<p>Monitoring and progress control, including reporting requirements, periodicity format and deadline:</p>	<p>Cluster Evaluation Steering Committee (comprised of UNFPA Representative, four Assistant Representatives, CO M&E Programme Analyst and RO M&E Advisor) will monitor the work of the Evaluation Team and act as primary contact for any inquiries in relation to this assignment. The Consultant will communicate directly with the Team Leader and the Cluster Evaluation Steering Committee on an as-needed basis by e-mail or Skype. Regular Skype meetings between the Cluster Evaluation Steering Committee and Evaluation Team will be convened at least on monthly basis.</p>
<p>Supervisory arrangements:</p>	<p>The Consultant will work in close cooperation with the Team Leader and the country Evaluation Manager and under the overall supervision of the UNFPA Director for Kosovo.</p>
<p>Expected travel:</p>	<p>Travel to one of the EECA countries (TBD) for participation in a training workshop in 2nd week of October 2018. Travel to locations across Kosovo in line with a plan of evaluation field work and participation at the dissemination seminar. The rest of the work will be home based.</p>
<p>Required expertise, qualifications and competencies, including language requirements:</p>	<p>Education: At least a bachelor's degree in social sciences, medicine, public health, women's studies, gender equality, population studies, demography, statistics or related fields (preferably a master's degree);</p> <p>Work Experience: At least 5 years of experience in conducting in-country evaluations as a member of evaluation team or individual evaluator for UN agencies and/or other international organizations, including the ability and knowledge to collect and analyze quantitative and qualitative data;</p> <p>Skills and knowledge areas: Excellent writing and communication skills in local and English Language; Knowledge of demographic, political, social and economic conditions in the Western Balkans; Familiarity with UNFPA or UN programming;</p> <p>Competencies and values: Competencies: Focuses on impact and results and responds positively to feedback; Approaches work with energy and a positive, constructive attitude.</p> <p>Values: Demonstrates integrity and fairness by modelling UN values and ethical standards;</p>

	Demonstrates professional competence and is conscientious and efficient in meeting commitments, observing deadlines and achieving results; Displays cultural, gender, nationality, religion and age sensitivity and adaptability.
Inputs / services to be provided by UNFPA or implementing partner (e.g. support services, office space, equipment), if applicable:	UNFPA will provide: - consultancy fees commensurate to educational level and work experience in accordance to UNFPA policies - Daily Subsistence Allowance (DSA) during travel at UNFPA DSA standard rates. - Travel costs
Other relevant information or special conditions, if any:	N/A
Signature of Requesting Officer in Hiring Office: Date: 16 August 2018	