

## TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

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| 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 consultant with expertise in data collection and analysis, and provision of operational support to act as National Research Assistant of UNFPA Programme in Kosovo. National Research Assistant will act as a member of the Evaluation Team led by the International Team Leader and consisted of the national evaluator, national expert and national research assistant in each of the four cluster countries.</p> |
| Scope of work:<br><i>(Description of services, activities, or outputs)</i>                          | National Research Assistant will collect, compile and analyze available evaluation data for Kosovo in a form of the database. The Consultant will also be responsible for contacting and scheduling meetings with relevant evaluation stakeholders and arranging field work for National Evaluator and National Expert(s), as well as providing logistical support (sending invitations, liaising with attendees, organisation of venue etc.) for organisation of dissemination seminar.   |
| Duration and working schedule:  | <p>The Cluster Evaluation will be conducted from 1.8.2018 – 30.6.2019. The National Research Assistant will be hired as of 15.10.2018 for a total of 32 work days:</p> <ul style="list-style-type: none"> <li>● 10 days for reviewing and analysing data,</li> <li>● 5 work days for preparation of field phase,</li> <li>● 13 days for support during the field phase, and</li> <li>● 4 work days for support to organisation of dissemination seminar.</li> </ul>  |
| Place where services are to be delivered:   | National Research Assistant will work in the UNFPA Office in Kosovo. If dissemination seminar is organised out of Pristina, the Assistant might need to travel to the site where the seminar will be organised.  |
| Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):                    | <ul style="list-style-type: none"> <li>● Preparatory work for the field phase should start by mid-October 2018 while the field work itself is planned for the period from November to December 2018. In this period, the Assistant will be responsible for reviewing and compiling any secondary evaluation data, agree with the National Evaluator and National Expert(s) the schedule of field work, liaise with country stakeholders on their availability for interviews and make all other necessary arrangements to assist the Evaluator and Expert(s) in their field work;</li> <li>● Dissemination seminar in Kosovo is planned for mid-March 2019 but preparatory work should be started at least 2-3 weeks earlier.</li> </ul>   |
| Monitoring and progress control, including reporting requirements, periodicity format and deadline: | 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 also communicate directly with the Evaluation Team 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.   |
| Supervisory arrangements:   | The Consultant will work in close cooperation with the Team Leader and the country Evaluation Manager and under the overall supervision of the UNFPA Representative.   |

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| Expected travel:   | None unless the dissemination seminar is organised out of the duty station in which case the Consultant might need to travel to the site of seminar (location in Kosovo).  |
| Required expertise, qualifications and competencies, including language requirements:  | <p>Education: At least a bachelor's degree in statistics, social sciences, population studies, economics or related fields;</p> <p>Work Experience: Minimum 2 years of experience in data collection and analysis (with the use of the relevant statistical software packages);</p> <p>Skills and knowledge areas: Knowledge of qualitative/quantitative research methods;<br/>Excellent writing and communication skills in local and English Language;<br/>Knowledge of demographic, political, social and economic conditions in Kosovo;<br/>Familiarity with UNFPA or UN programming;</p> <p>Competencies and values:<br/>Competencies: Focuses on impact and results and responds positively to feedback;<br/>Approaches work with energy and a positive, constructive attitude.</p> <p>Values: Demonstrates integrity and fairness by modelling UN values and ethical standards;<br/>Demonstrates professional competence and is conscientious and efficient in meeting commitments, observing deadlines and achieving results;<br/>Displays cultural, gender, nationality, religion and age sensitivity and adaptability.</p> |
| Inputs / services to be provided by UNFPA or implementing partner (e.g. support services, office space, equipment), if applicable: | <p>UNFPA will provide:</p> <ul style="list-style-type: none"> <li>- consultancy fees commensurate to educational level and work experience in accordance to UNFPA policies</li> <li>- Daily Subsistence Allowance (DSA) and travel costs at UNFPA DSA standard rates in case of any travel</li> </ul>  |
| Other relevant information or special conditions, if any:  | N/A  |
| <p>Signature of Requesting Officer in Hiring Office:</p> <p>Date: 16 August 2018</p>   |  |