

Senior evaluator for Mid-Term Review of UNEG Strategy 2014-2019

Location : Home-based
Application Deadline : 19 September 2017 (Midnight New York, USA)
Type of Contract : Individual Contract
Post Level : International Consultant
Languages Required : English
Starting Date : 15 October 2017
(date when the selected candidate is expected to start)
Expected Duration of Assignment : deliverable-based (estimated work-load: up to 60 days spread-out within the contract duration of 15 October 2017 – 31 May 2018)

Any request for clarification and/or additional information on this Procurement Notice shall be sent in writing to UNDP Independent Evaluation Office at ieo.procurement@undp.org (please note that it is only dedicated for enquiry and confirmation for proposal submission. The procuring UNDP entity will respond in e-mail including an explanation of the query without identifying the source of inquiry, to all consultants. Any delay in providing such information will not be considered as a reason for extending the submission deadline).

Notes:

- Parties involved in the implementation of the UNEG MTR Strategy or the evaluands are not eligible to be considered for the Mid Term Review.
- Any individual employed by a company or institution who would like to submit an offer in response to this Procurement Notice must do so in their individual capacity, even if they expect their company/employers to sign a contract with UNDP. In cases, where an applicant will have a dedicated team for this project they are requested to outline the team and their qualifications in the technical proposal.
- For this position you are required to download the full Mid-Term Review Terms of Reference from the UNEG website at <http://www.unevaluation.org/document/download/2715> and submit a technical proposal, financial proposal and a signed personal cv ieo.procurement@undp.org.
- Please note that the size limit for the email files is **8 MB**.
- For any questions or queries **please only email** ieo.procurement@undp.org

I. BACKGROUND

The United Nations Evaluation Group (UNEG) is a professional network that brings together the units responsible for evaluation in the UN system including the specialized agencies, funds, programmes and affiliated organizations. UNEG currently has 47 such members and seven observers. UNEG aims to strengthen the objectivity, effectiveness and visibility of the evaluation function across the UN system

and to advocate the importance of evaluation for learning, decision making and accountability. UNEG provides a forum for members to establish common norms and standards for evaluation; develop methodologies addressing UN concerns; strengthen evaluation functions through peer review and information exchange and establish partnerships with the wider evaluation community.

UNEG regularly assesses its achievements, shortcomings and challenges as a professional evaluation network in the UN system, and analyzes the adequacy of its structure and functioning. The last Independent Assessment of the UNEG took place in 2013 for the period 2004-2012 from which the outcome was the UNEG Strategy 2014-2019.

The UNEG Strategy 2014-2019 sets forth the Group's 6-year plan of action in four objectives ("Strategic Objectives (SOs)"), each led by Vice Chair (a member of the Executive Group):

- Evaluation functions and products of UN entities meet the UNEG Norms and Standards for evaluation (SO 1).
- UN entities and partners use evaluation in support of accountability and programme learning (SO 2).
- Evaluation informs UN system-wide initiatives and emerging demands (SO 3).
- UNEG benefits from and contributes to an enhanced global evaluation professions (SO 4).

The Vice Chairs are expected to regularly monitor, and report to the Executive Group, the progress made under their respective SO work. The Strategy also calls for a "Mid-Term review of the implementation of the Strategy in 2015-2016," and the "evaluation of results achieved at the end of the Strategy in 2018-2019," if UNEG members wish to do so.

Mid-Term Review:

A Mid-Term Review (MTR) of the UNEG Strategy will be conducted by UNEG in 2017 after it was endorsed by the UNEG members at the Annual General Meeting (AGM) in Vienna, May 2017. The final report will be presented and discussed at the 2018 AGM. In preparation for the next UNEG strategy that commences in 2020, the MTR seeks to explore whether UNEG is doing the right things, and things right, particularly given the Agenda 2030 / Sustainable Development Goals (SDGs). Results of the review are expected to help UNEG identify what adjustments would be needed to the current strategy and inform the design of the next UNEG strategy 2020-2025.

The brief objectives of the MTR is to assess the below and please access the full TOR at: <http://www.unevaluation.org/document/download/2715>.

1. Relevance of the current strategic focus areas and approaches in the rapidly changing development context and environment.
2. UNEG's progress and achievements towards its goals.
3. UNEG's use of financial resources.
4. UNEG's internal governance, management, and operational structure.

The MTR will examine UNEG's work and programmes for the period between 2015 (after the launch of the revised UNEG Strategy 2014-2019 and respective annual work programmes) and 2017. The MTR will capture the evolving context to which UNEG has responded.

II. DUTIES AND RESPONSIBILITIES

To conduct the Mid-Term review the UNEG seeks a Senior evaluator who will be responsible for completing all the deliverables of this exercise as specified in the Mid-Term Review Terms of

Reference. The senior evaluator will directly report to a “Management Group” which will consist of 5-6 UNEG member agencies.

- Senior evaluator – An evaluator with at least 10 years of relevant experience in evaluation, including experience of leading complex ‘network’ evaluations. Senior evaluator will be responsible for all aspects of conducting the review, including the preparation of a final report and presentation of results to UNEG Heads at the 2018 Annual General Meeting.

The **estimated duration of work** is up to 60 working days. The work may be undertaken by one or more individuals.

III. DELIVERABLES

In particular, the Senior evaluator will be responsible for taking the lead on the following:

- Preparation of the Inception Report.
- Preparation of a data collection plan that contains: (1) The details of data collection activities to be undertaken, indicating - for each element the method of data collection, UNEG activities to be covered, sources of information, timeframe, interview and survey questions, format of the expected output / format of reports from data collection activities; and (2) Mission plans (Geneva, Rome and New York).
- Analysis of the data collected and the preparation of a presentation on preliminary findings to the Management Group
- Completing a first draft report of acceptable quality that covers all the requirements provided in the Terms of Reference.
- Revisions of the draft as required in the review process.
- Final report with all comments reflected
- Presenting the final report to the UNEG Annual General Meeting in May 2018

IV. COMPETENCIES

- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Excellent inter-personal, teamwork, and communication skills
- Excellent analytical and strategic thinking skills
- Work well under pressure
- Ability to establish effective working relations in multi-cultural team environments
- Strong verbal and written communication
- Resourcefulness, initiative and mature judgment

V. REQUIRED SKILLS AND EXPERIENCE

Education:

- At least Master’s degree or equivalent plus 10 years of relevant experience in evaluation.

Experience:

- In-depth knowledge of the UN System required;
- Experience in conducting complex and/or strategic evaluations required, in particular:

- experience demonstrating capacity to evaluate institutions / policies / processes for which limited policy or strategy document is available as a main reference for evaluation
- experience in evaluating objects involving multiple actors and interconnected systems, using multiple methods to gather and analyze data from multiple sources
- experience with evaluating/and or engaging proactively in professional networks
- Sound understanding of evaluation principles and methodologies
- Excellent command of English with proven ability to draft reports

VI. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE TECHNICAL PROPOSALS

Interested individuals must submit the following documents before the deadline stipulated in the IC Procurement Notice. Any individual employed by a company or institution who would like to submit an offer in response to this Procurement Notice must do so in their individual capacity, even if they expect their company/employers to sign a contract with UNDP. In cases, where an applicant will have a dedicated team for this project they are requested to outline the team and their qualifications in the technical proposal.

The documents for submission are:

- The technical proposal **should not exceed 2 pages**. It should demonstrate an understanding of the timeliness of the MTR and provide a convincing rationale in terms of how the MTR will be useful for intended users; and, show that the different types of services provided to UNEG stakeholders will be adequately addressed in the MTR and their relative importance will be taken into account.
- The Technical Proposal should also include:
 - Explanation of why the candidate is the most suitable for the work;
 - Proposal of a clear methodology, with a logical, realistic sequence of activities, deliverables and efficient implementation to the MTR process.
 - Demonstration of past experience in similar projects including final version of previous evaluation(s) showing alignment with requirements of current ToR.
 - If the senior evaluator employs any other individuals for supporting them in the MTR process, the senior evaluator is requested to outline these individuals and specify division of labor.
 - Duly Signed Personal CV
 - At least three (3) references for senior evaluator;
- Financial Proposal as per prescribed format under section VII;

VII. FINANCIAL PROPOSAL

The Financial Proposal shall specify a **total lump-sum amount that is all-inclusive for all deliverables outlined in the TOR except for any travel costs**. To assist in the comparison of financial proposals, the senior evaluator should include a breakdown of this lump-sum amount.

Travel: Please do not include any travel costs in the financial proposal. As per UNDP rules, an official travel entitlement will be provided and UNDP will not accept travel costs exceeding those of an economy class ticket at the best prevailing rates. The travel costs (ticket, per diem and terminals) will be reimbursed to the senior evaluator post-travel. Should the senior evaluator wish to travel on a higher class she/he should do so using their own resources. In the case of unforeseeable travel, payment of

travel costs including tickets, per diem and terminal expenses should be agreed upon by the senior evaluator, prior to travel and will be reimbursed.

Payments: Payment terms will be set around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. Payments shall be effected only if the deliverables in this TOR are submitted to the MTR management group within the timeframes stipulated in the TOR and they are approved by the MTR management group.

VIII. EVALUATION

The proposal will be evaluated based on **cumulative analysis** as per the following scenario:

When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

- a) Responsive/compliant/acceptable, and
- b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

The respective weight of the proposals is:

- I. Technical Criteria weight; [70%]
- II. Financial Criteria weight; [30%]