

ANNEX 1: SCHEDULE OF REQUIREMENTS

Evaluation of UNDP support to Youth Economic Empowerment Terms of reference for the SenseMaker support

Background

The Independent Evaluation Office (IEO) of the United Nations Development Programme (UNDP) is undertaking an evaluation of UNDP work on Youth Economic Empowerment (YEE).

The evaluation aims to provide UNDP Management and stakeholders with an assessment of the results of UNDP YEE work, lessons learnt, and recommendations on the way forward. The evaluation will focus on the period 2015-20.

The evaluation will cover UNDP YEE work at global, regional, and country level. It will consider how the needs and potential of youth as a key UNDP constituency have been integrated in strategies, initiatives, partnerships and management tools, and with what results and lessons learned. Dedicated projects and initiatives to promote YEE through skills development, job opportunities, access to finance and policy engagement will be analyzed as part of UNDP's overall support to eradicate poverty and keep people out of poverty, considering economic inequalities.

Specific attention will be paid to UNDP's support to youth during the COVID-19 pandemic, and to efforts at leaving no one behind, including young women and other marginalized groups (e.g. people with disabilities, indigenous groups, LGBTI community). Partnerships and collaborations to promote more integrated efforts will be considered, with a "whole-of-system", "whole-of-society" and "whole-of-government" approach.

The evaluation will assess UNDP YEE work focusing on the following criteria: relevance, coherence, effectiveness, and sustainability of UNDP support in achieving its objectives.

The consultancy

The IEO is hiring a firm specialized in the use of SenseMaker to support the YEE evaluation. The IEO will use this narrative-based evaluation methodology to assess UNDP results and contribution to YEE at global, regional and country level in all the regions UNDP operates (Africa, Arab states, Asia and Pacific, Latin American and the Caribbean, Europe and the CIS).

The assignment is entirely home-based with an estimated duration of 33 days in the period between May – August 2021.

Duties and responsibilities

Under the guidance of the Lead Evaluator and the Associate Evaluator the firm will:

- Support the pre-design and design of the methodology, including sample strategy and plan, data collection plan, testing and configuration of the collector site tool.

- Contribute to the identification and development of precise research questions in collaboration with the IEO evaluation team and the evaluators.
- Conduct a field test of the framework and collection process in a group session and/or with individuals to further refine the design and configuration of the collector site tool.
- Conduct capacity-building to support and strengthen the evaluation team in the use of the software.
- Introduce the SenseMaker facilitation process to the evaluators to prepare the online regional collection sessions.
- Facilitate 6-12 of online regional collection sessions to collect stories in collaboration with the evaluators.
- Ensure data quality and integrity of analysis, by providing quality control for collected data through data cleaning and analysis.
- Prepare the first level pattern analysis and story analysis.
- Revise the analysis report, as per comments received from the IEO.
- Deliver a presentation on the use of SenseMaker and its software to IEO staff during half a day training.
- Provide the SenseMaker license.

Expected outputs and indicative timeframe

Working under the leadership of the Lead Evaluator and the Associate Evaluator, the consultants will contribute to ensuring the overall quality, including the timely delivery of the draft analysis and intermediate outputs as agreed. The assignment will take place from May to August 2021. No payment will be processed until the deliverables have been fully approved by the IEO.

The deliverables include:

- Methodology design and testing:** the sample strategy and plan, data collection plan, configuration of the collector site tools and support to the research questions.
- Trainings:** the evaluation team in the use of the SenseMaker software, induction to the evaluators to prepare the online regional collection sessions, presentation on the use of SenseMaker to IEO staff.
- Collection sessions:** 6-12 online regional collection sessions conducted, micro-narratives collected and captured in sense-maker.
- Analysis report:** Prepare the first level pattern analysis and story analysis report and perform review and necessary adjustments.

All the outputs will be produced in English.

Remuneration and duration of contract

The duration of the consultancy contract is estimated in 33 working days between the date of contract signature and the end of October 2021, with most of the efforts concentrated in the period May-August 2021. The total amount of the contract will be based on an agreed lumpsum. Payments will be based on the delivery of outputs, as follows:

Upon satisfactory presentation of the methodology design and testing	20%
Upon satisfactory delivery of the trainings	20%
Upon satisfactory facilitation of the online regional collection sessions and data captured in the software	30%
Upon acceptance of the analysis report and reviews	30%

Required Skills and Experience

The IEO seeks an experienced firm in SenseMaker with the following qualifications:

Professional Experience Requirements

- Demonstrated experience in the use of SenseMaker in at least 10 international development evaluations.
- Experience in facilitating online collection sessions.
- Proficiency with data collection and analysis techniques and methods used in SenseMaker.
- Familiarity with UNDP or United Nations operations is desirable.
- Experience working in at least one of UNDP programme regions.

Language requirements

- Full proficiency in English (oral and written) for the analysis.
- English, French, Spanish, Arabic and Russian proficiency (oral) for the facilitation of the regional collection sessions.

Competencies

Functional competencies

- Strong analytical skills, including ability to quickly assess a diverse range of information with a discerning sense for quality of data.
- Good mastery of information technology required for organized presentation of information.

Development and Operational Effectiveness

- Adhere to the principle of confidentiality and ethical code of conducts during the evaluation.
- Ability to work under pressure.
- Available to conduct required analysis within the agreed timelines.

Corporate Competencies

- Ability to work in multicultural and multidisciplinary teams, acting with professionalism, diplomacy, tact and courtesy.

Application Instructions

Applicants are expected to submit their applications via email to ieo.procurement@undp.org, by 5:00 (EST) on 4 May 2021, following the instructions detailed in the RFQ. The application must include:

- A **cover letter** that introduces the firm and highlights relevant expertise and experience in SenseMaker.
- Quotation that indicates total costs for this assignment as well as the expert day rate.
- CVs of all proposed experts in the format known as P11.
- Contact details of three (3) institutional references.