



International Civil Aviation Organization

Individual Consultant (IC) Vacancy Notice

POSITION INFORMATION

Post Title:	Evaluation Consultant	IC Vacancy Notice:	2017/43/IC
Level:	Band C	Posting Period:	20 October 2017 – 20 November 2017
Duty Station:	Montréal	Date for entry on duty:	After 20 November 2017

THE ORGANIZATIONAL SETTING

The Evaluation and Internal Audit Office (EAO) is part of the Office of the Secretary General, based at ICAO Headquarters in Montreal.

EAO is responsible for the systematic evaluation and internal audit of ICAO's programmes, projects, and activities, with a view to assessing whether the Organization's stated objectives and impacts have been achieved, and resources have been expended in accordance with applicable rules and regulations and with due regard to economy, efficiency and effectiveness.

EAO has included in its work programme for 2017 an evaluation of Standard Setting Process.

As specialized agency of the United Nations system, with a predominantly normative or standard-setting mandate, one of ICAO's core missions is the development of Standards and Recommended Practices (SARPs) and Procedures for Air Navigation Services (PANS) to ensure the standardization of functional and operational requirements, safety in air and the efficient and orderly development of air transport. The development of SARPs and PANS is critical for ICAO Member States and other stakeholders globally and aims to promote the standardization of national and regional aviation systems and ultimately the global aviation system. Currently, ICAO has over 12,000 SARPs and PANS and 191 Member States who use these to develop their regulatory framework for civil aviation.

MAJOR DUTIES AND RESPONSIBILITIES

The objectives of this evaluation are to assess:

- Effectiveness and efficiency of the ICAO Standard setting process in terms of addressing the stakeholder expectations given the constantly evolving global environment;
- Coordination between internal and external stakeholders ie. frequency of interactions with Panels, Technical Committees and the Secretariat;
- Performance of ICAO (Secretariat's support to the Standard Setting Process); and
- Alignment of Standard Setting Process with the Global Priorities, ICAO'S Strategic Objectives and the Global Plans (Global Air Navigation Plan and Global Air Safety Plan and Global Air Security Plan)

The consultant will be required to provide substantive quality assurance input to the desk review, data collection and analysis, preparation and presentation of the evaluation report, and formulation of findings and recommendations.

The consultant will perform any of the following upon request:

- Prepare the evaluation planning;
- Design of the evaluation data collection tools;
- Perform data collection (such as, but not limited to, interviews of key informants);
- Analyse data and perform technical quality assurance of the interpretation of the results of such analyses;
- Formulate findings, conclusions and actionable SMART recommendations; and
- Participate in meetings and interviews, either in person or by virtual means.

The consultant will be accountable to the Chief, Evaluation and Internal Audit Office (C/EAO) who will manage the performance of and provide day-to-day liaison with the consultant.

Educational background

Essential

An advanced level university degree (Masters' degree or equivalent) is required. A first-level university degree in combination with additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Professional experience and knowledge

Essential:

- At least ten years of relevant professional experience in the field of conducting complex, organization wide evaluations in a public sector organization or in the UN system.
- Knowledge and experience in using United Nations Evaluation Group (UNEG) norms and standards for evaluation and /or generally accepted evaluation practices and methodologies.
- Experience in formulating evaluation findings and conclusions based on a solid methodology and reliable data analysis, assessing issues such as relevance, effectiveness, efficiency, impact and sustainability of policies, programmes, projects and activities against established plans and objectives.
- Draft clear reports on evaluation results, adequately addressing the information needs of stakeholders.
- Issue concrete recommendations that are practical to implement.

Desirable:

- Familiarity with the ICAO Standards Setting Process.
- Experience in evaluations of civil aviation programmes.

Language Skills

Essential

- Fluent reading, writing and speaking abilities in English.

Desirable

- A working knowledge of a second language of the Organization (Arabic, Chinese, French, Russian, or Spanish).

CONDITIONS OF EMPLOYMENT

The selected consultant is expected to be employed for a maximum of 50 working days within the period of 15 November 2017 to 28 February 2018.

Please note that the monthly rate for Band C varies from \$ 6,933 to \$ 12,566. Additional travel expense will be reimbursed accordingly.

HOW TO APPLY

Interested candidates must complete an on-line application form. To apply, please visit ICAO's e-Recruitment website at: <https://careers-new.icao.int>

NOTICE TO CANDIDATES

ICAO does NOT charge any fees or request money from candidates at any stage of the selection process, nor does it concern itself with bank account details of applicants. Requests of this nature allegedly made on behalf of ICAO are fraudulent and should be disregarded.