

TERMS OF REFERENCE

For the Engagement of an Evaluation Research Assistant

Title of Assignment:	EVAL 2017-05 Evaluation of Capacity Building Programs of Intellectual Property Skills
Name of unit/sector:	Evaluation Section, Internal Oversight Division, WIPO
Place of Assignment:	Geneva, Switzerland
Expected places of travel (if applicable):	None
Expected duration of assignment:	October 20, 2017 - January 20, 2018 not renewable

1. Objective of the assignment

1. IOD is seeking for an entry level Geneva-based Evaluation Research Assistant who will be assisting with the preparatory work, data cleaning and analysis.

2. Deliverables/services

2. The Evaluation Research Assistant will be primary responsible for the following:
- (a) Conducting desk research and contributing to the development of the evaluation framework;
 - (b) Setting up and conducting interviews, and preparing interview protocols;
 - (c) Distributing surveys among internal and external stakeholders, gathering and cleaning the survey data and analyzing survey results;
 - (d) Contributing to final reporting; and
 - (e) Performing other duties as required.

3. Reporting

3. The contracted Evaluation Research Assistant shall work under the direct supervision of the Head of the Evaluation Section of the Internal Oversight Division. All evaluation products will be issued in English.

4. Required skills and experience

4. The selected expert to work on this evaluation shall have the following expertise:
- (a) Advanced university degree in evaluation, international development, economics or social sciences;
 - (b) A minimum of three years of research experience in the area of capacity building, evaluation or any other relevant sector;

- (c) Quantitative and qualitative data analysis expertise is a must;
- (d) Good understanding of the intellectual property matters would be an added plus;
- (e) Ability to conceptualize, analyze, and draw evidence-based conclusions;
- (f) Excellent communication, report writing and presentation skills;
- (g) Excellent knowledge of written and spoken English.

5. Remuneration

- 5. A total budget of CHF 12,000 has been foreseen for the total duration of this assignment.

6. How to apply?

- 6. Interested applicants are required to provide the following:
 - (a) CV with the name of two references (we will only contact the references of the final candidate); and
 - (b) Motivation (cover) letter.
- 7. This is a Geneva based consultancy. Therefore DSA and travel costs are excluded.
- 8. **The applications should be sent to iod@wipo.int no later than October 15, 2017, COB.**