

UNEG Secretariat Consultant

Location :	Home-based
Application Deadline :	1 June 2018
Type of Contract :	International Consultant
Languages Required :	English
Starting Date : (date when the selected candidate is expected to start)	4 June 2018
Duration of Contract :	Up to 20 working days per month within a 12 months period (a minimum of 3 days per week is expected)

Background

This position is home-based and reports to the UNEG Chair.

The [United Nations Evaluation Group \(UNEG\)](#) was established in 2003, as the successor to the Inter-Agency Working Group on Evaluation, and has a membership of 48 organizational entities responsible for evaluation in the UN system. Its mission is to promote the independence, credibility and usefulness of the evaluation function and evaluation across the UN system, to advocate for the importance of evaluation for learning, decision-making and accountability, and to support the evaluation community in the UN system and beyond. According to the [UNEG Strategy 2014-2019](#), UNEG's work has been focused on four strategic objectives: 1) Evaluation functions and products of UN entities meet the UNEG Norms and Standards for evaluation; 2) UN entities and partners use evaluation in support of accountability and programme learning; 3) Evaluation informs UN system-wide initiatives and emerging demands; and 4) UNEG benefits from and contributes to an enhanced global evaluation profession.

UNEG organizes Annual General Meetings (AGM) at which members takes decisions related to UNEG, and defines the annual UNEG Work Programme to be implemented in-between the AGMs. Member elected UNEG Chair and vice-Chairs, together with the Executive Coordinator, form the UNEG Executive Group which meets (virtually) monthly and makes necessary decisions to facilitate the work in-between UNEG Annual General Meetings (AGMs).

Further details on UNEG can be found on its website (www.unevaluation.org).

Duties and Responsibilities

Support to UNEG Chair and Executive Group

- Convening of Executive Committee meetings; including proposing Agenda; presenting memberships-related and other UNEG-wide matters arising; preparation of Minutes for circulation and comments before final recording.
- Identify and analyze key issues potentially requiring Chair attention and collective action or position as needed
- Preparation of Annual Report of the UNEG Chair and Annual General Meeting Report
- Support efforts in system-wide policy and advocacy issues with position paper drafts as relevant

Support to UNEG Work Programme

- Work with Executive Group and Working Groups to finalize and implement work programme and provide secretariat support as needed for activities, such as UNEG assessment/review, EG elections/survey, member inquiries, external inquiries, etc.
- Provide technical and operational support, conduct research, analyze issues/data as needed, draft reports and relevant documents in support of specific Strategic Objective/Working Group initiatives
- Coordinate various activities requiring consultation among UNEG different constituencies (members, observers, working group members, institutional partners, etc.)
- Liaise with stakeholders and partners
- Monitor relevant work of other networks, i.e., ECG, OECD/DAC EvalNet.

Event Planning and Organization

- 2019 EvalWeek: 2019 EvalWeek will take place in Nairobi, Kenya (dates to be confirmed). In collaboration with the Executive Group and the organizing committees/hosting agencies, plan and organize different elements of the EvalWeek; travel to Nairobi to support the EvalWeek (may need to travel a few days before the EvalWeek starts); provide technical and logistical support on-site; conduct post-event follow-ups;
- Plan and organize other events (high-level events or side events), webinars and joint activities

Communication and Knowledge Management

- Liaison/coordinate with UNEG constituencies (internal and external)
- Manage and quality assure UNEG publications, including working with designers/editors/printers and build disseminate strategy for UNEG publications/materials
- Produce promotional materials as needed
- Manage website content and databases
- Prepare UNEG newsletters, updates, statements/letters and other communications

- Manage membership: update emailing lists and member agency/members profiles
- Manage community of practice/discussion forum (e.g. SLACK)
- Promote UNEG webinars and products
- Light edit videos/audios and manage UNEG YouTube channel
- Manage UNEG social media accounts

Fund Monitoring

With support of the hosting agency,

- Manage UNEG members' contributions
- Review and monitor budget allocation
- Monitor UNEG financial transactions

Human Resources and Procurements

- Provide support to recruitment, contract management and other related issues in collaboration with the hosting agency.

IT related

Liaise and work with IT specialist of the hosting agency:

- Manage online software/licenses (i.e. virtual meetings/webinars/e-magazine/e-scheduling, etc.)
- Maintain UNEG website

Competencies

Core Competencies:

- **Communicating Information and Ideas:** Communicating clearly and effectively. Seeking to understand the ideas of others. Facilitating and encouraging open communication;
- **Ethics and Values:** Reliably delivering on promises and honouring commitments made. Demonstrating consistency in upholding and promoting the values of UN in actions and decisions. Demonstrating an appreciation of differences in values and learning from cultural diversity;
- **Organizational Awareness:** Understanding, building and using formal/ informal systems and contacts in a complex organizational and global environment to obtain results. Applying corporate thinking and demonstrating political acumen;
- **Self-management and Emotional intelligence:** Managing relationships with others to achieve mutual benefits;
- **Working in Teams:** Working effectively with colleagues in ways that allow the achievement of shared objectives.

Functional Competencies:

- **Building Strategic Partnerships:** Establishing, maintaining and utilizing a broad network of contacts. Building partnerships and strategic alliances;
- **Client Orientation:** Understanding and meeting or exceeding client needs. Anticipating and addressing client needs and concerns. Developing innovative approaches to meeting client needs. Ensuring overall provision of quality services to clients;
- **Design and implementation of Management Systems:** Ensuring that UNEG has the internal management systems it requires to support the achievement of its objectives, and to function effectively and efficiently;
- **Job Knowledge and Technical Expertise:** Demonstrating and applying professional and/or technical expertise/knowledge of the discipline. Identifying and seeking to expand knowledge and improve work processes;
- **Promoting Accountability and Results Based Management:** Monitoring and promoting practices, procedures and systems that support accountability and results-based management;
- **Promoting Organizational Change and Development:** Performing work and process redesign to improve individual, team, and organizational effectiveness.

Required Skills and Experience

Education:

- Master's Degree or equivalent in Economics, Social Sciences, International Relations, Political Sciences or related fields.

Qualifications:

- 10 years of relevant experience at the national or international level including sufficient experience in professional management-support services;
- Some experience in the design, monitoring and evaluation of development projects;
- Sound understanding of the functioning of UN system and different types of UN agencies;
- Ability to use various office computer softwares, including web-based information management systems;
- Proven ability to perform tasks involving multiple and diverse clients;
- Knowledge of UNDP's administrative, financial and operations processes, rules and regulations, including procurement.
- Knowledge of ATLAS is an advantage.

How to Apply:

Applicants should submit their CV, cover letter and financial proposal by Friday, 1 June 2018 to n.issa@unesco.org and copy s.frueh@unesco.org