

## **Terms of Reference**

### **Consultancy for UNEG Decentralized Evaluation Working Group**

#### **1. Context**

The UN Evaluation Group (UNEG) Decentralized Evaluation Working Group (DEWG) aims to promote peer-to-peer exchange of experiences and lessons learned in managing and strengthening the decentralized evaluation function of their respective members. Against this background the UNEG DEWG is hiring a consultant to support the work of the group as detailed in this Terms of Reference and as per 2024 DEWG Work Plan approved by UNEG Heads.

**Mapping.** In 2023, the DEWG updated the mapping of the key features of the Decentralized Evaluation (DE) functions of various UN agencies, funds, programmes that was first produced in 2020. The intent of this mapping exercise is to facilitate learning and sharing of experience across the various UN agencies. It is also intended to potentially support future normative work in this area by UNEG.

UNEG Member Agencies were invited to update the document with information about key features and good practices within their DE functions. They were also invited to do a self-assessment of the current policy and practice of decentralised evaluation in their agency using rubrics.

#### **2. Objective**

The objective of this consultancy is to support the UNEG DEWG with the following two deliverables:

- Updated document “Decentralized Evaluation Functions Across UN Agencies: Mapping of Key Features”
- Development of a paper proposing a set of principles, operational standards and assessment framework for Decentralized Evaluation (DE) practices, adopted from existing UNEG Norms and Standards

#### **3. Activities**

The UNEG DEWG will engage the consultant for a 20-day contract. Under the supervision and guidance of the UNEG Work Group co-coordinators, the consultant will:

- Interview UN agency evaluation heads and regional and country office evaluation officer staff from respective agencies (approx. 24-30 persons) together with a member of the DEWG.
- Compile an electronic repository of policies, guidance, instruments and tools that frame and operationalize the DE function among UN agencies.
- Update and strengthen the mapping document which currently includes information from 12 UN agencies on 15 dimensions of the DE function. The categories include e.g. the normative framework; governance/ reporting lines; evaluation planning; evaluation conduct including financial resources, quality assurance and impartiality provisions; capacity development, use of decentralized evaluations and performance measurement of the DE function.
- Strengthen the document “Synthesis of key features of UNEG Members’ Decentralised

Evaluation Functions” which draws on the mapping document. This will be informed through the interviews with UN agency evaluation heads and staff in DE functions, with attention to identifying different DE models (regarding structure and process) and their pros and cons and reducing the variability in the implementation of the self-assessments, by gathering views on the key weaknesses, strengths and their needs via-a-vis the UNEG DEGW work.

- Taking into consideration the above, develop a document proposing a set of principles, operational standards and assessment framework for the DE function, drawing on the existing normative framework for evaluation in the UN and the Self-assessment maturity matrix for UN evaluation functions in the 2023 UNEG Guidelines for Professional Peer Reviews.

#### **4. Duration and Management**

The consultancy will be from 1 August 2024 to 31 October 2024 and entail a total of 20 working days during this period.

As per UN Administrative Instruction for consultants ST/AI/2013/4 the consultant should not commence work until the relevant individual contract has been duly approved, signed by both parties and returned to the responsible department, office or mission, together with the required documents and certifications. The contract will be issued and managed by UNESCO that is a member of the DEWG. The consultant will report to the UNEG DEWG co-coordinators.

#### **5. Travel**

The consultant will be working from home for the entire contract. No travel will take place.

#### **6. Deliverables**

Deliverables to be produced by the consultant include:

1. Finalized mapping document and synthesis document, building on the 2023 draft by the DEWG;
2. Document proposing common principles and standards for DE; and
3. An Assessment framework tool for DE functions.

The consultant will prepare all documents as draft version and share with the co-coordinators/ DEWG for feedback at agreed deadlines. Based on the feedback the consultant will prepare final versions of the documents. The consultant may be invited to present some of the deliverables to the members of the UNEG DE Working group.

#### **7. Remuneration**

The consultant will be paid for 20 working days in two installments: 40% upon finalization of mapping document and synthesis document; and 60% upon finalization of document on principles and standards for DE and the assessment framework for DE functions.

#### **8. Standards of Conduct**

All the materials reviewed by the consultant are strictly confidential and should be treated as such by

the consultant.

As specified in Administrative Instruction ST/AI/2013/4 the consultant shall respect the impartiality and independence of the United Nations Secretariat and shall neither seek nor accept instructions regarding services performed under this consultancy contract from any Government or other authority external to the Organization. During the consultant's period of service, she shall refrain from any conduct that would adversely reflect on the United Nations and shall not engage in any activity that is incompatible with the aims and objectives of the Organization.

Furthermore, the consultant shall exercise the utmost discretion in all matters relating to the performance of his/her functions. Unless otherwise authorized, the consultant may not communicate at any time to the media, or to any institution, person, Government or other external authority, any information that has not been made public and which has become known to them by reason of their association with the United Nations. The consultant may not use such information without the written authorization of the Organization.

## **9. Expected Qualifications**

The consultant should possess the following mandatory qualifications and experience:

- University degree at Master's level or equivalent in social / political sciences, economics or related field
- At least 10 years of experience in results-based management, monitoring and evaluation of international development programmes
- Familiarity with UNEG Norms and Standards, the UN system and UN agency mandates
- Demonstrated experience in developing evaluation systems, policies and related guidance
- Demonstrated experience in managing evaluations, evaluation quality assurance and evaluation performance management
- Excellent writing skills in English
- Excellent communication and facilitation skills
- Data visualization skills desirable
- Knowledge of other UN languages particularly French and Spanish is an asset

## **10. Expression of Interest**

If you meet the requirements and wish to express your interest in this opportunity, please send an email to [c.merkle@unesco.org](mailto:c.merkle@unesco.org) until **Thu July 4, 2024**. Please use "Expression of Interest for UNEG DEWG Consultancy" as the subject line. Please include the following three pieces of information:

1. Tailored letter expressing your interest (1 page maximum)
2. CV
3. Past writing sample (sole authorship).