



## Global Call for Individual Evaluation Experts – Roster

Location: Multiple

Type of Contract: Individual Consultant contract

Application deadline: Monday 17 February 2025

### Mission Statement -UNESCO

*“As a specialized agency of the United Nations, UNESCO – pursuant to its Constitution – contributes to the building of peace, the eradication of poverty, and sustainable development and intercultural dialogue through education, the sciences, culture, communication and information.”*

### Background

The Evaluation Office of the Division of Internal Oversight Service (IOS-EV) of UNESCO is responsible for the evaluation system of UNESCO. IOS-EV commissions or conducts corporate evaluations: strategic, thematic or cross-cutting evaluations of large UNESCO programmes or areas of work. It also supports decentralized evaluations which focus mostly on time bound projects and initiatives funded primarily through voluntary contributions managed by other UNESCO entities such as Field Offices, Programme Sectors and Category 1 Institutes. All UNESCO evaluations must follow the principles outlined in the [UNESCO Evaluation Policy](#) and in the United Nations Evaluation Group (UNEG) [Norms and Standards](#).

We are searching for qualified individuals to conduct both corporate and decentralized evaluations. We want our roster to be diverse with individuals across geographical regions, language capabilities and years of evaluation experience.

In line with the strategic objectives outlined in [UNESCO's Medium Term Strategy](#), we welcome your application if you fulfil the competencies, experience in evaluation and technical skills outlined below and you have evaluation expertise in one or more of the following overarching areas of UNESCO's work (except for the junior category): inclusive education; lifelong learning; STEM education; education for global citizenship; girls education; promotion of science, technology and innovation; indigenous knowledge; disaster risk reduction; natural heritage; sustainable water and ocean management; access to information; freedom of expression; safety of journalists; culture and creative industries; cultural heritage; ethical standards, norms and frameworks and youth engagement. We are also interested in individuals with experience conducting evaluations of strategic organization-wide themes

### Responsibilities

The final nature and scope of each evaluation will vary and will be specified in separate Terms of Reference (TOR). For each assignment, expected tasks and deliverables may include but not be limited to:

- Inception report

- Development of an adequate evaluation methodology and the design of data collection tools
- Presentation of initial findings at the end of data collection
- Draft report and briefing for the evaluation manager, programme/project managers and stakeholders on the progress and key findings and recommendations
- Final evaluation report, taking into consideration comments and questions on the evaluation report.
- Conducting validation workshop with key stakeholders
- Summaries and visuals of main findings and conclusions of the evaluation

### Working arrangements

Consultants will work remotely but may need to travel, depending on the assignment. They are responsible for arranging their own travel and must complete the BSAFE Online Security Awareness Training Course before traveling. Additionally, consultants must adhere to UN security directives and obtain any required visas and security clearances with UNESCO's support. All travel arrangements should follow UNESCO's travel policies.

### Desired Competencies

Integrity:

- Demonstrates integrity by modelling the UN's values and ethical standards.
- Promotes the vision, mission, and strategic goals of UNESCO.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment.

Communication:

- Speaks and writes clearly and effectively.
- Asks questions to clarify and exhibits interest in having two-way communication.
- Tailors language, tone, style, and format to match the audience.
- Demonstrates openness in sharing information and keeping people informed.

Professionalism:

- Demonstrates professional competence and mastery of the subject.
- Efficient in meeting commitments and deadlines.
- Shows persistence in challenging situations.
- Capable of multitasking in high-pressure environments.
- Excellent analytical and organizational skills.
- Handles confidential and sensitive issues responsibly.

Client Orientation and Communication:

- interpersonal and networking skills, promoting open communication and teamwork.
- Communicates effectively with diverse stakeholders, maintaining professionalism.
- Follows instructions efficiently with minimal supervision.

### Experience and technical skills

**We are looking for evaluators at the junior, mid- level and senior level.**

**For the junior category:** If you are younger than 35, have less than 5 years of professional experience in evaluation, or are a recent master's degree graduate in a relevant field and are interested in joining the evaluation profession. It is a requirement to have excellent oral and written communication skills in English. Knowledge of other UN languages is an asset (French, Arabic,

Chinese, Russian, Spanish). Skills in communication and data analysis/management is also an asset.

**For the mid-level category.**

- Master's degree in a relevant field
- **5-10 years** of professional work experience in conducting evaluations
- Experience in developing country context and working in different cultural settings
- Experience with the United Nations system is an asset
- Excellent oral and written communication skills in English
- Knowledge of other UN languages is an asset (French, Arabic, Chinese, Russian, Spanish)

**For the senior category**

- Master's degree in a relevant field
- **More than 10 years** of professional work experience in conducting evaluations
- Experience in the developing country context and working in different cultural settings
- Experience with a wide variety of evaluation methodologies
- Experience with the United Nations system
- Excellent oral and written communication skills in English.
- Knowledge of other UN languages is an asset (French, Arabic, Chinese, Russian, Spanish)

**How to apply:**

Interested individuals should apply by **Monday 17 February 2025 at 23:59 CET** to Ms. Claudia Ibarguen (c.ibarguen@unesco.org). Please specify Individual consultants' roster in the subject line

**Documentation to be submitted:**

1. For all: A **brief letter of motivation** including the following information: the category (junior, mid-level, senior) to which you are applying to. How you embody the desired competencies and why you would be interested in working on UNESCO evaluations. For the mid-level and senior category, highlights of your evaluation experience, knowledge of UNESCO subject matter areas and geographical regions where you have worked as an evaluator.
2. For all: **CV of no more than 2 pages**, including contact details of at least 2 referees
3. For mid and senior level: **Links or attachments to 2-3 recent evaluations** in which you were involved in. Indicate your role in the team and in writing the report. We are particularly looking for examples where you were the team leader and the main report writer.