

TERMS OF REFERENCE

Junior Consultant: Evaluation Research UNFPA Evaluation Office Thematic Evaluations 2014-2015

The 2014-2015 programme of work of the Evaluation Office is based on UNFPA transitional biennial budgeted evaluation plan (DP/FPA/2014/2) approved by the Executive Board in January 2014. In line with UNFPA evaluation policy (DP/FPA/2013/5), the plan identifies a number of corporate evaluations addressing organization-wide themes. Corporate evaluations consist of independent exercises undertaken or commissioned by the Evaluation Office in order to assess issues that contribute to achieving the goals of the UNFPA strategic plan with regard to development effectiveness and organizational performance. In particular, the biennial budgeted evaluation plan foresees three thematic evaluations to be conducted by the Evaluation Office during the biennium 2014-2015:

- **Evaluation of the UNFPA support to availability of quality family planning services (2008-2014)**
- **Evaluation of the UNFPA support to Adolescents and Youth (2008-2013)**
- **Evaluation of the UNFPA support to data availability to inform decision-making and policy formulation (2008-2013)**

These thematic evaluations present a number of complementarities as well as opportunities for synergies. Therefore, preparatory work for each evaluation will be performed using a common database and research tool to: (i) guide the scoping of each thematic evaluation; (ii) develop the sampling frameworks, and (iii) inform the choice of country and regional cases studies. This preparatory work shall be undertaken prior to the inception phases of the three evaluations to ensure that UNFPA makes best use of financial resources, avoids duplications, improves the delivery of the evaluations and minimizes unnecessary pressure on country offices with multiple requests for data and information.

The three thematic evaluations will be launched in 2014 following a similar timeframe. They will complete the review of the outcomes of the UNFPA strategic plan, 2008-2013 with a view to informing the midterm review of the strategic plan, 2014-2017.

To support this work the Evaluation Office seeks to contract a consultant to provide specialist research inputs throughout the design, scoping and inception phases of the three thematic evaluations.

The consultant will work under the supervision of a nominated Evaluation Office coordinator and with each of the three evaluation managers. S/he will also work closely with the team leaders of the three evaluations with a view to supporting the evaluation team members with data collection and analysis at the preparatory and inception stages of the evaluation process. His/her time will be allocated in close coordination with the respective evaluation managers to the three thematic evaluations with a view to create synergies and avoid duplication. This assignment will

require regular contact and interaction with other business units in UNFPA, including regional and country offices.

This assignment will last for 50 days from April/May to December 2014. This consultancy will be desk-based, working from the UNFPA Evaluation Office in New York City.

Key Tasks

The consultant will carry out selected research and analytical work of both quantitative and qualitative nature. In particular, s/he will perform the following tasks:

- Collate and map out the interventions of UNFPA at regional and country levels pertaining to the three thematic areas: *family planning, adolescent and youth* and *data* for the period 2008 to 2013/14.
- Support the work of the Evaluation Office in defining and analyzing the portfolio of interventions. Check the accuracy of collected data with regional/country offices.
- Produce an excel spreadsheet detailing all the following fields (or other as required) and organizing them by UNFPA region:
 - a) intervention name, description and coding (as per UNFPA ATLAS system)
 - b) budget and expenditure
 - c) source of funding
 - d) duration of intervention
 - e) donors
 - f) outcomes the interventions contribute to.
- Draft a briefing note (initial data analysis based upon the above mentioned fields) for each thematic evaluation. Identify countries or regions where UNFPA has been most active and what are the more recurrent types of intervention;
- Conduct an in-depth analysis of the portfolios of the specific countries once country case studies are identified;
- Identify stakeholders (stakeholder mapping) including contact details (in relation with related regional or country offices);
- Undertake further desk-based research and analysis including: (i) collection of key internal documentation; (ii) preparation of an initial literature review to capture external documentation; (iii) production of graphs, tables and diagrams as required;
- Set up, populate and maintain dedicated websites and drop box sites for sharing data with the evaluation managers and team members of the thematic evaluations.

Expected Outputs

The consultant is expected to produce the following outputs in accordance with a detailed timetable to be established within the first weeks of the contract, and to be adjusted based upon the requirements of each thematic evaluation:

Indicative Outputs	
1.	Production of spreadsheets and related analytical notes (“initial portfolio analysis”) of UNFPA interventions in each thematic area (incl. tables, graphs and presentations) as needed.
2.	Populated and well-maintained website or drop boxes serving as the primary document /data repository for the three evaluations, including: <ol style="list-style-type: none"> a) Compiled UNFPA interventions since 2008 and special initiatives, good practices and trend reviews; b) Updated compilation of policies, strategies and initiatives by other key development partners, including UN agencies, bilateral and multilateral donors; c) Materials identified during the literature review (key policy documents, evaluation reports and other relevant documentary evidence).
3.	Spreadsheet and related analytical note for each country selected as a case study (“country portfolio analysis”).
4.	Stakeholder map at global and selected country levels.

Duration and Payment of Fees

The assignment will be for a maximum of 50 working days from April/May to December 2014. A lump sum contract will be offered to the consultant to deliver the outputs listed above that are related to the tasks presented in this document. Payment will be made in 3 portions:

- Initial portfolio analysis (33%);
- Document review and creation/population of related evaluation websites or drop boxes (33%);
- Portfolio analysis of selected countries and stakeholder maps (34%).

Expertise and Skills

The consultant must have a proven ability to deliver quality outputs within short deadlines, with excellent capacity to distill and organize information.

The candidate must have a strong background in research and analysis, with a Master’s level degree or equivalent in a relevant field (international development; public policy; social development; public health).

- Strong background or solid grasp of international development issues;
- Experience in research and/or work in the key themes of the thematic evaluations or background in related areas;
- Experience of research analysis in evaluation of development programmes;
- Excellent skills in quantitative and qualitative analysis of data;

- Experience in working with UN agencies or other organization in the field of evaluation;
- Excellent writing skills;
- Excellent team work and organization skills;
- Sound mastery of information technology (Word, Excel, PowerPoint) and data presentation techniques.

Fluency in English is essential, working knowledge of Spanish and French would be an advantage.

This position would be of interest for a researcher willing to build or broaden his/her experience supporting UN evaluations.