

Terms of Reference for Individual Consultants

Consultancy for the development of the first phase of the "English version of FEEVAL+SDG: Caribbean Chapter. A Training School: Evaluation of young and emerging evaluators: Evaluation for the SDGs"

TERMS OF REFERENCE	
Hiring Office:	UNFPA - LACRO
Purpose of the consultancy:	<p>The "Training School for Young and Emerging Evaluators: Evaluation for the Sustainable Development Goals (SDG)" is a joint project promoted by UNFPA, EvalYouth, FOCELAC, ReLAC and the P2p+ Spanish Hub. The purpose of the School is to strengthen the capacities of young and/or emerging evaluators (YEE) for the evaluation of initiatives within the framework of the SDGs in Latin America and the Caribbean region, from an inclusive perspective.</p> <p>This School arose from a global project implemented by the UNFPA Evaluation Office, EvalYouth and the Global Evaluation Initiative (GEI) through which a training package has been designed for the professional development of those starting their career in evaluation. This training package has been implemented through workshops and training schools, both virtual and face-to-face, for YEEs in Asia, Africa, Europe and North America. Based on this project, and with the financial support of GEI, this training package was translated into Arabic, Russian and Spanish.</p> <p>The training package into Spanish has incorporated an effort to adapt the methodology proposed in the initial package to an asynchronous methodology, through the use of the Moodle platform and, additionally, the contents covered in the original design have been expanded with two new modules: Introduction to Evaluation and the SDGs and the Evaluation Ecosystem in Latin America and the Caribbean region.</p> <p>In line with the principle of Leaving No One Behind (LNOB) established in the 2030 Agenda for Sustainable Development, the first phase of the Training School FEEVAL+SDG is ready to be developed for the English-speaking Caribbean YEEs.</p> <p>The YEE Training School: Evaluation for the SDGs.</p> <p>The first phase of the School had 80 participants from 12 countries in the region, mostly women, who participated in the introduction process as well as in the four training modules. Each training module consisted of a series of asynchronous self-work activities: video classes, pedagogical activities, assessments, learning resources, and one synchronous work session per module. In total, each module had a dedication of 6 hours of work. The perception of the participants has been collected through two instruments: satisfaction surveys per each module and in a group analysis exercise at the beginning of the synchronous workshops, identifying lessons learned and recommendations that will be included in the next phases of the School.</p> <p>In this context, the hiring of a consultancy is required to adapt the materials of the Training School in English and to coordinate the implementation of the first phase of the Caribbean Chapter of the School.</p>
Scope of work:	<p>Under the leadership of the FEEVAL+ SDG LAC coordinator, the consultant has to:</p> <ol style="list-style-type: none"> 1. Review and adapt the school materials to the Caribbean context and collaborate with the team for the adaptation of the formats to the required standards.

	<ol style="list-style-type: none"> 2. Record the videos that required adaptation and coordinate with the team for edition. 3. Support the dissemination and registration process. 4. Coordinate the implementation of the first phase on its asynchronous and synchronous component (platform and zoom workshops), including follow up and communication with participants and facilitators. 5. Report the implementation process. <p>For the purpose described above, the deliverables of this consultancy are the following:</p> <ol style="list-style-type: none"> 1) Adapted materials for the 4 modules of the FEEval +SDG Phase 1 to the Caribbean context and evaluation landscape specificities, in line with Caribbean examples, Caribbean stakeholders, among others. 2) List of registered participants and contact email 3) FEEval+SDG´s Caribbean Chapter Implementation report
Duration and schedule of work:	The consultancy will take place between September 25 and December 20 2023.
Place where the services will be delivered:	The consultancy products must be delivered electronically to the UNFPA Regional Office for Latin America and the Caribbean (LACRO). The Regional M&E Adviser and the M&E Associate will be in charge of verifying compliance with the services.
Delivery dates and how the work will be delivered (electronic axis, printed, etc.)	<p>Every product will be delivered to UNFPA by email, with the previous approval of the FEEval+ ODS LAC Coordinator.</p> <ol style="list-style-type: none"> 1. Adapted materials for the 4 modules of the FEEval +SDG Phase 1 to the Caribbean context and evaluation landscape specificities, in line with Caribbean examples, Caribbean stakeholders, among others (Week 4). 2. List of registered participants and contact email (Week 6). 3. FEEval+SDG´s Caribbean Chapter Implementation report (Week 11).
Monitoring and control of progress, including required reports, periodicity and deadlines:	LACRO Regional M&E Adviser and the M&E Associate will directly coordinate the consulting work and the timely and quality delivery of the expected products.
Supervisory agreements:	LACRO Regional M&E Adviser and the M&E Associate will be in charge of verifying compliance with the services. For technical and administrative matters, the designated contact person is Maria Fajardo (fajardo@unfpa.org) and contractual Eisbeth Garcia (eigarcia@unfpa.org)
Expected trips:	NO
Required specialist knowledge, qualification and competencies, including language requirements:	<ul style="list-style-type: none"> ● Professional in education, social sciences or related areas with experience in research and systematization of educational and/or training experiences. ● Management of innovative tools for capacity development. ● Knowledge of the actors that make up the evaluation ecosystem in Latin America and the Caribbean.
Inputs / services to be provided by UNFPA or the implementing partner (e.g. support services, office space, equipment), if applicable:	The consultant will work from home, so they must have their own operational capabilities, as well as information and communication technology.