

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	UNFPA Latin America and the Caribbean Regional Office
Purpose of consultancy:	An Evaluation Team Leader will be hired to lead and carry out the Regional Programme (2022-2025) Evaluation (RPE) in the Latin America and the Caribbean (LAC) region, which will be a part of the global evaluation of the UNFPA Strategic Plan (SP) 2022-2025.
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>An Evaluation Team Leader will be expected to:</p> <ul style="list-style-type: none"> · Lead the RPE and ensure the completion of the RPE as per agreed timelines and evaluation standards of UNEG/UNFPA. · Adapt the tools and protocols of the global evaluation of the UNFPA SP for the Latin America and the Caribbean RPE; · Provide guidance to and supervise the Evaluation Team · Provide inputs from LAC region to the global evaluation inception report · Carry out data collection at the Latin America and the Caribbean Regional Office (LACRO) based in Panama and in the country offices, as required; · Contribute evidence gathered to the global evaluation of the Strategic Plan and use it to prepare the RPE report; · Draft and finalise the RPE report with inputs from key stakeholders; · Regular engagement with the evaluation team and managers (HQ and regional); · Engage actively in the stakeholder/recommendations workshop; · Support key dissemination activities of evaluation results (e.g., presentation of the results evaluation to key stakeholders);
Duration and working schedule:	January – October 2024
Place where services are to be delivered:	Home based/remotely with missions to selected UNFPA Country Offices in the region.
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	<p>The indicative timeline of the evaluation is provided in the Terms of Reference of the evaluation.</p> <p>In particular, the consultant will be responsible for completing the following key deliverables of the evaluation by the deadlines listed below:</p> <ul style="list-style-type: none"> • Concept note for RPE: 31 Jan 2024 • Data collection: 1 Feb - 30 April 2024 • Draft Regional Programme Evaluation Report: 30 June 2024 • Final Regional Programme Evaluation Report: 30 September 2024 <p>The deliverables are expected to be submitted electronically.</p>
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	<p>The Regional Monitoring and Evaluation Advisor will manage the consultancy and monitor the consultant's completion of deliverables.</p> <p>Payment will be released upon approval of the respective key deliverables:</p> <ul style="list-style-type: none"> • RPE Concept Note: 30% of total payment • Case Studies Revision: 20% of total payment • Draft RPE Report: 30% of total payment • Final RPE Report: 20% of total payment <p>The key deliverables of the evaluation will be subject to UNFPA evaluation quality assurance (EQA) and assessment guidance as well as UNEG standards and norms.</p>
Supervisory arrangements:	Reporting functionally to the Regional Monitoring and Evaluation Advisor, and technically to the Team Leader of the global evaluation of the Strategic Plan.
Expected travel:	Selected UNFPA Country Offices (to be defined at the design phase)
Required expertise, qualifications and	Minimum qualifications required for a Team Leader:

<p>competencies, including language requirements:</p>	<ul style="list-style-type: none"> • Master's degree or equivalent in development studies, population studies, economics, social studies, health, international relations or other related fields; • At least 10 years of experience in conducting evaluations for international organisations or development agencies, including evaluations around strategic planning; • Experience of conducting evaluations in areas of sexual and reproductive health and rights, human rights, gender and social norms, population policies; • Extensive knowledge of the mandate areas of UNFPA, as well as UN system, including UN reform processes; • Extensive knowledge and experience of conducting evaluations in LAC region • Proven skills in evaluation methodology and analysis, including quantitative and qualitative techniques; • Excellent drafting/report writing skills, analytical skills, and computer skills; • Excellent command in written and spoken Spanish and English; working knowledge of French and/or Portuguese will be an asset; • Prior experience of leading evaluation teams.
<p>Inputs / services to be provided by UNFPA or implementing partner (e.g. support services, office space, equipment), if applicable:</p>	<p>None</p>
<p>Other relevant information or special conditions, if any:</p>	<p>COA: 2024</p>