

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:	A Young or Emerging Evaluator (YEE) will be hired to support the team leader of the Latin America and the Caribbean Regional Programme (2022-2025) Evaluation (RPE), 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>The YEE will be expected to perform the following tasks under the guidance and supervision of the Regional Programme Evaluation Team Leader and with support of UNFPA Evaluation Manager in LACRO:</p> <ul style="list-style-type: none"> · Work closely with the Evaluation Team Leader on the development and finalisation of the RPE desk review. · Contribute to data analyses and write up of sections of the RPE report as required · Support the regional evaluation team leader to adapt the tools and protocols of the global evaluation of the UNFPA SP for the Latin America and the Caribbean RPE; · Provide inputs from LAC region to the global evaluation inception report · Support the regional evaluation team leader in crying out data collection at the Latin America and the Caribbean Regional Office (LACRO) based in Panama and in the country offices, as required; · Support the regional evaluation team leader in gathering evidence to the global evaluation of the Strategic Plan; · Support the regional evaluation team leader in the elaboration of the draft and final RPE report; · Engage actively in the stakeholder/recommendations workshop; · Support key dissemination activities of evaluation results (e.g., presentation of the results evaluation to key stakeholders); · Ensure the completion of assigned tasks as per agreed timelines and evaluation standards of UNEG/UNFPA.
Duration and working schedule:	January – October 2024
Place where services are to be delivered:	Home based/remotely with missions to selected country offices, if necessary.
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. 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"> • Desk review for RPE: 31 Jan 2024 • Support the field missions: 1 Feb - 30 April 2024 • Support the Draft Regional Programme Evaluation Report: 30 June 2024 • Support the 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>Payment will be released upon approval of the respective key deliverables:</p> <ul style="list-style-type: none"> • Desk review, including stakeholder mapping and bibliography: 30% of total payment • Preparation of field missions, including agendas and tools for data collection: 20% of total payment • Survey analysis: 30% of total payment • Final Report annexes: 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 Regional Evaluation Team Leader.

Expected travel:	Latin America and the Caribbean Regional Office in Panama and to select Country Offices, as necessary (to be determined at the design phase)
Required expertise, qualifications and competencies, including language requirements:	<p>Minimum qualifications required for the Young or Emerging Evaluator:</p> <ul style="list-style-type: none"> • Bachelor's degree in development studies, population studies, social studies, health, international relations or other related fields; • At least 3 years of experience working in programme monitoring and evaluation or research in areas relevant to UNFPA's mandate; • Experience of conducting evaluations in the LAC region is desirable; • Proven skills in evaluation or research methodology and analysis, including quantitative and qualitative techniques; • Excellent report writing, data visualisation, analytical and computer skills; • Demonstrated ability to work in a multicultural team; • Fluent in Spanish and English; working knowledge of French and/or Portuguese will be an asset; • Being part of EvalYouth Chapters and/or VOPEs in the LAC region is desirable.
Inputs / services to be provided by UNFPA or implementing partner (e.g. support services, office space, equipment), if applicable:	None
Other relevant information or special conditions, if any:	COA: 2024