

TERMS OF REFERENCE FOR NATIONAL INDIVIDUAL CONSULTANT

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	UNFPA CO Timor-Leste
Purpose of consultancy:	<p>The objectives of the independent evaluation of the UNFPA 3rd country programme (2015-2020, including one year extension) for Timor-Leste are:</p> <ul style="list-style-type: none"> • to provide an independent assessment of the relevance and progress towards the outputs and outcomes set forth in the results framework of the 3rd country programme; including its contribution to the 3rd Country Programme is aligned with the UNFPA Strategic Plan (2018-2021) and the Timor-Leste National Development Strategic Plan 2011-2030. • to provide an analysis of how UNFPA has positioned itself within the development community and national partners with a view to adding value to the country's development results; • to draw key lessons from past and current cooperation and provide a set of clear and forward-looking options leading to strategic and actionable recommendations for the 4th country programme (2021-2025); • to assess UNFPA's comparative advantage in the four programme areas.
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>The national consultant will support the international consultant (Team Leader) to produce the following deliverables:</p> <ul style="list-style-type: none"> • An approved design report including (as a minimum): a) a stakeholder map ; b) the evaluation matrix (including the final list of evaluation questions and the corresponding judgement criteria and indicators) ; c) the overall evaluation design and methodology, with a detailed description of the data collection plan for the field phase; • A debriefing presentation document (<i>Power Point</i>) synthesizing the main preliminary findings, conclusions and recommendations of the evaluation, to be presented and discussed with the CO during the debriefing meeting foreseen at the end of the field phase; • A draft final evaluation report (potentially followed by a second draft, taking into account potential comments from the evaluation reference group); • A power point presentation of the results of the evaluation for the in-country stakeholder workshop; • An approved final evaluation report, with annexes, based on comments expressed during the in-country stakeholder workshop. • An evaluation brief, a 2-3 page summary of the key evaluation findings, conclusions and recommendations. • Provide translations from English – Tetum or vice versa during some meeting when deemed necessary <p>All deliverables will be drafted in English and shall follow the structure and detailed outlines in the Handbook on How to Design and Conduct a Country Programme Evaluation at UNFPA.</p>
Duration and working schedule:	The consultant is expected to work for 45 days between on 26 th August 2019 and 23 rd December 2019.
Place where services are to be delivered:	The consultant will be working remotely and in the office of UNFPA Dili and travel to some selected municipalities when deemed necessary
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	<p>Payment of the fees will be based on the delivery of outputs, as follows:</p> <ul style="list-style-type: none"> ▪ Upon receipt of the approved design report by 6 September 2019: 20% ▪ Upon completion of the field phase by 28 October 2019:

	<p>20%</p> <ul style="list-style-type: none"> ▪ Upon receipt of the first draft evaluation report by 15 November 2019: 20% ▪ Upon receipt of the second report and approved final evaluation report and evaluation brief by 23 December 2019: 40%
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	Regular update/discussion on progress should be made possible with the consultant throughout the process.
Supervisory arrangements:	Consultant will be supervised by International Consultant (Team Leader) in close collaboration with Evaluation Manager
Expected travel:	Travel to some selected municipalities for data collection applicable under this consultancy.
Required expertise, qualifications and competencies, including language requirements:	<p>For National Consultant:</p> <ol style="list-style-type: none"> 1. The candidates should have minimum a Master degree with 5 year of relevant experience or Bachelor Degree with 7 years of relevant experience in one of the above mentioned areas (Health, Gender and Development, Demography, International Development Studies or Sociology). 2. Working experience in programme management in related areas, and experience in conducting evaluations will be an advantage. 3. Familiarity with the UNFPA mandate and programming is highly desirable. 4. Proven ability to communicate clearly and fluently (verbal and written) in English, required. 5. Strong interpersonal skills and ability to work in a multi-cultural team.
Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	<p>The consultant will be provided with the following documents:</p> <ol style="list-style-type: none"> 1. <u>Handbook on How to Design and Conduct a Country Programme Evaluation at UNFPA</u> (Independent Evaluation Office, Feb 2019) https://www.unfpa.org/EvaluationHandbook 2. 2012-2013 New Business Plan and UNFPA Strategic Plan 2014-2017 and SP 2018-2021 3. Country Office Annual Reports (2015-2018) 4. Timor-Leste UNDAF document (2015-2019) 5. Timor-Leste National Strategic Plan 2011-2030 6. 2015 Timor-Leste Population and Housing Census 7. 2016 Timor-Leste Demographic and Health Survey 8. Results of 2015-2019 CPAP Mid Term Review 9. Timor-Leste Third Country Programme Action Plan 2015-2019 10. Any other relevant documents, including UNFPA supported publications that can be accessed through https://timor-leszte.unfpa.org/en
Other relevant information or special conditions, if any:	A dedicated work station will be provided to the consultant during the evaluation process.
<p>Interested candidate should submit a Cover Letter, and P11 form with clearly mention the post applied to UNFPA by email to: jossoares@unfpa.org; and registered your profile on this link: http://www.unfpa.org/unfpa-consultant-roster</p> <p>The deadline for application is 12 August 2019, 17:00 Timor Leste Time. Women are encouraged to apply. Only short listed candidates will be notified.</p>	
<p>Signature of Requesting Officer in Hiring Office: SIGNED</p> <p>Date: 5 August 2019</p>	