

NATIONAL INDIVIDUAL CONSULTANT

TERMS OF REFERENCE	
Hiring Office:	UNFPA Timor-Leste
Purpose of consultancy:	National Consultant for Evaluation of UNFPA Timor-Leste Country Programme 2021-2025
Background	<p>The UNFPA Fourth Country Programme Document (CPD4) for Timor-Leste for 2021-2025, detailing the planned collaboration between UNFPA and the Republic Democratic of Timor-Leste, was approved by the UNDP/UNFPA Executive Board at its Second Regular Session, in 15 July 2020. Aligned with Timor-Leste Strategic Development Plan (SDP 2011 – 2030), the International Conference on Population and Development (ICPD) Programme of Action (PoA) and the SDGs, and the 2021-2025 United Nations Strategic Development Cooperation Framework (UNSDCF) for Timor-Leste, the CPD4 was developed in consultation with Government of Timor-Leste, taking into account the shift to a new business model of working, i.e. focusing on advocacy and policy dialogue/advice, capacity development, knowledge management and service delivery.</p> <p>At the penultimate year of the CPD implementation, it is mandatory for the country office to conduct a final country programme evaluation to assess progress and setbacks in the implementation of the ICPD Plan of Action. The results of the evaluation will serve as an input for designing the new country programme document. The evaluation is expected to provide a set of actionable recommendations for the next programme cycle.</p>
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>The country programme evaluation (CPE) will cover the results and impact of the four CPD outcomes at the national and municipality levels, (1) sexual and reproductive health and rights, (2) adolescents and youth, (3) gender equality and women’s empowerment, and (4) population and dynamics.</p> <p>The CPE will also cover cross-cutting aspects such as human rights based approach, leave no one behind principle (LNOB), integrated programming approach, gender and social inclusion, monitoring and evaluation, humanitarian action and partnerships. Besides the assessment of the intended effects of the country programme, the review with a holistic approach also aims at assessing potential effects of UNFPA’s response through the country programme to the emerging issues and mega trends such as youth bulge, population ageing and climate change.</p>
Duration and working schedule:	The consultants are expected to work up to 45 days upon signing of the contract until 31 July 2024.
Place where services are to be delivered:	The consultants will work both remotely and on mission to Timor-Leste. When on mission, the consultant will be based at the UNFPA office. For remote-based support, the consultants will closely coordinate with the UNFPA M&E team and Management.

<p>Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):</p>	<p>The Individual consultant expected to produce the following deliverables in electronic form.</p> <table border="1" data-bbox="492 296 1406 606"> <thead> <tr> <th data-bbox="492 296 935 365">Deliverables</th> <th data-bbox="935 296 1198 365">Due Date</th> <th data-bbox="1198 296 1406 365">Payment (%)</th> </tr> </thead> <tbody> <tr> <td data-bbox="492 365 935 434"> <ul style="list-style-type: none"> ● Inception report using template annex 1 </td> <td data-bbox="935 365 1198 434">One week</td> <td data-bbox="1198 365 1406 434">20%</td> </tr> <tr> <td data-bbox="492 434 935 504"> <ul style="list-style-type: none"> ● First draft of the evaluation report </td> <td data-bbox="935 434 1198 504">6 weeks</td> <td data-bbox="1198 434 1406 504">40%</td> </tr> <tr> <td data-bbox="492 504 935 606"> <ul style="list-style-type: none"> ● Final evaluation report and a PowerPoint presentation of the evaluation results </td> <td data-bbox="935 504 1198 606">6 weeks</td> <td data-bbox="1198 504 1406 606">40%</td> </tr> </tbody> </table>	Deliverables	Due Date	Payment (%)	<ul style="list-style-type: none"> ● Inception report using template annex 1 	One week	20%	<ul style="list-style-type: none"> ● First draft of the evaluation report 	6 weeks	40%	<ul style="list-style-type: none"> ● Final evaluation report and a PowerPoint presentation of the evaluation results 	6 weeks	40%
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<p>Monitoring and progress control, including reporting requirements, periodicity format and deadline:</p>	<p>Regular consultation (face-to-face, online meetings, e-mails) and sharing of information and documents to the M&E and the technical review committee</p>												
<p>Supervisory arrangements:</p>	<p>The consultant will be guided by the UNFPA Country Representative and closely coordinated by CPE team leader and the Evaluation Managers.</p>												
<p>Expected travel:</p>	<p>The consultant is expected to be on one-time mission of 2 weeks.</p>												
<p>Required expertise, qualifications and competencies, including language requirements:</p>	<p>The qualifications of the CPE team member:</p> <p>The competencies, skills and experience of the thematic expert should include:</p> <ul style="list-style-type: none"> ● Relevant Masters’ degree in the programmatic area of the evaluation (see details below) ● Substantive knowledge of any programmatic area of the evaluation especially adolescent and youth issues, in particular SRHR of adolescents and youth and/or population dynamic issues; ● 3-5 years of experience in conducting evaluations, reviews, assessments, research studies in the field of international development ● Ability to ensure ethics, integrity and confidentiality of the evaluation process, incl. do no harm principle ● Ability to consistently integrate human rights and gender perspectives, and disability inclusion in all phases of the evaluation ● Solid knowledge of evaluation approaches and methodology and demonstrated ability to apply both qualitative and quantitative data collection methods ● Experience working with a multidisciplinary team of experts. ● Excellent interpersonal and communication skills (written and spoken). ● Familiarity with UNFPA or other UN organizations’ mandates and activities will be an advantage. ● Fluent in written and spoken in English. Portuguese is an asset 												

<p>Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:</p>	<p>UNFPA will provide a work station when the consultants are on mission to Timor-Leste.</p>
<p>Other relevant information or special conditions, if any:</p>	<p>Interested candidates should send cover letter, P11, technical and financial proposal to this email address: timor-leste.office@unfpa.org.</p> <ul style="list-style-type: none"> • A technical proposal outlining objectives, formulation of questions for the review, methodology, sample questionnaire for kick-off workshop, KII and FGD, a list of literature to be reviewed, an outline of the report and a workplan; • A financial proposal for 45 working days required for this CPE;
<p>Signature of Requesting Officer in Hiring Office: Date:</p> <p>Signature of Approving Officer in Hiring Office: Date:</p>	