Junior Evaluation Consultant

Organisation: UNHCR
Title: Junior Evaluation Consultant
Location: Geneva, Switzerland
Duration: 11 months
Contract Type: Individual consultancy
Closing date: 03 June 2020

Job Information

Organizational Setting and Work Relationships
The Evaluation consultant job is situated in the Evaluation Service (ES) in UNHCR Headquarters Geneva. In 2020, the Evaluation Service, inter alia, commissioned three centralized evaluations related to International Protection, specifically on statelessness, asylum capacity development and repatriation. Working under the supervision of a Snr Evaluation Officer, the post focuses 50% on providing operational support to aforementioned protection-related centralized evaluations and 50% on data mining and developing an analytic tool/platform that can integrate different data sources within UNHCR.

The Evaluation Consultant will have to work across a wide gamut of stakeholders at multiple levels of the organization, including Headquarters Division of International Protection, Division of Resilience and Solutions, Division of Strategic Planning and Results, Division of Finance and Administration, Global Data Service Regional Bureaux and Country Offices. Some communication with other UN agencies, academic institutions and civil society groups, participating in evaluation reference groups may also be necessary.

All UNHCR personnel are accountable to perform their duties as reflected in their job description. They do so within their delegated authorities, in line with the regulatory framework of UNHCR Policies and Administrative Instructions as well as relevant accountability frameworks. In addition, UNHCR personnel are required to discharge their responsibilities in a manner consistent with the core, functional, cross-functional and managerial competencies and UNHCR's core values of professionalism, integrity and respect for diversity.
**Duties**

Evaluation management on three protection-related evaluations:
- Provide ‘hands on’ evaluation-related technical and project management support to Evaluation Service colleagues on centralized evaluation planning and implementation.
- Support Evaluation Service colleagues in the coordination, planning and implementation and of evaluation activities with consultants/evaluation firms and relevant stakeholders.
- Contribute to evaluation reports, publications and other written material produced by the Evaluation Service.
- Work with Evaluation Service colleagues to design and develop evaluation-related training modules and materials related to use of internal and external data sources.
- Perform other related duties as required.

Data analysis
- Data mining using state-of-the-art methods and verifying the integrity of data used for analysis.
- Perform and write up information from formative data analysis and background research to prepare evaluation concept notes and Terms of Reference.
- Where feasible, automate secondary data collection processes that maximizes value out of UNHCR’s corporate and field-based data and information management systems.
- Build analytic tools that can automate certain processes that better facilitate data analysis and interpretation through data visualizations.
- Collate internal and external resources and analysis tools/systems that Evaluation Service colleagues and consultants/firms can use to facilitate better use of UNHCR’s corporate data and information management systems.
- Contribute to enhancing technical quality of UNHCR’s evaluation methodologies, tools, and procedures regarding secondary data analysis of UNHCR operational and administrative data along with external data sources.

**Essential Skills and Experiences**

**Years of Experience / Degree Level**

4 years relevant experience with undergraduate degree, 3 years with relevant graduate or doctoral degrees.

**Field(s) of Education**

Social Sciences; Economics; Computer Science Engineering; Data Science; Statistics; applied mathematics or other relevant field.

**Certificates and/or Licenses**

*Data Science; Research & Evaluation Methods;*
Relevant Job Experience

**Essential:**
Proven experience in data science, statistical analysis or machine learning with evaluation experience, preferably in advocacy or a protection-related area of humanitarian or development operations, programmes and projects. Understanding of evaluations, research methodologies and statistics.

**Desirable:**
Formal qualification or certification in evaluation work. Substantial experience in a humanitarian or development context.

Functional Skills

Excellent understanding of machine learning techniques and algorithms, such as k-NN, Naive Bayes, SVM, Decision Forests, etc.
Experience with common data science toolkits, such as R, Weka, NumPy, MatLab, etc.
Knowledge of SQL, SAS and Python; familiarity with Scala, Java or C++ is an asset.
Experience with data visualisation tools, such as D3.js, GGplot, etc.
Good applied statistics skills, such as distributions, statistical testing, regression, etc.

*MS-Research;*
*MS-Analysis;*
*MS-Data Collection and Analysis;*
*MS-Statistics Analysis;*
*PO-Development/Evaluation of Humanitarian Operations;*
*PO-Policy Development, Evaluation, Research, Publication;*

Language Requirements

English – fluent - required
Other UN language – desirable

Guidelines for submission of proposals

UNHCR is seeking individual applications for the position of Junior Evaluation Consultant with the composition of skills and experience as outlined in the 'Essential Skills and Experience’ above. Applicants are requested to submit a motivation letter.

Interested applicants are required to submit a completed UNHCR PHP Form and motivation letter (maximum 2 pages), which includes but is not necessarily limited to:

- Details of how they meet the ‘Essential Skills and Experience’, including description of past professional experience and evidence of their capacity meet the objectives of this consultancy.

- Contact details for three references.
UNHCR’s Evaluation Service will contact referees for feedback on services provided by the consultants. Consultants may be asked to provide additional information during the assessment and selection process.

**Duration**

This is a 11 months full time individual consultancy, with the possibility of extension. Payment methods will be on a monthly basis and guided by UNHCR’s Policy on Individual Consultancies.

**Awarding the contract and payment**

Proposals will be assessed on the quality and relevance of consultant qualifications. Short-listed applicants may be requested to participate in a video/ telephone interview, a written exercise, or supply additional references and/or samples of work.

**To Apply:**

Interested applicants should submit their, completed UNHCR PHP Form and motivation letter with the subject “Last, First Name, Junior Evaluation Consultant” to: hqevaser@unhcr.org. Please note that applications without the correct PHP form will not be considered.

**DEADLINE FOR SUBMISSIONS is Midnight Geneva time Wednesday 03 June 2020**