

Consultant for the UNEG 2015 “International Year of Evaluation” Flagship Document

Location :	Home-based
Application Deadline :	12-Oct-2014
Type of Contract :	Individual Contract
Post Level :	International Consultant
Languages Required :	English
Starting Date : (date when the selected candidate is expected to start)	20-Oct-2014
Duration of Initial Contract :	October 2014 – March 2015

Background

The United Nations Evaluation Group (UNEG) is an interagency professional network that brings together units responsible for evaluation in the UN system including the specialized agencies, funds, programmes and affiliated organizations. UNEG currently has 45 such members and three observers. UNEG aims to advance the effectiveness, efficiency, impact and sustainability of the UN system’s work by promoting and strengthening evaluation. The Group’s central role has been to develop and advocate for common norms and standards for all UN evaluations. The UNEG Norms and Standards underpin professionalization of UN evaluation functions that enables UN organizations to continuously learn and improve organizational effectiveness and responsiveness.

An independent assessment of UNEG was undertaken in 2013 from which a new UNEG Strategy for the period 2014-2019 was developed with the following four strategic objectives:

1. Evaluation functions and products of UN entities meet the UNEG Norms and Standards for evaluation;
2. UN entities and partners use evaluation in support of accountability and programme learning;
3. Evaluation informs UN system-wide initiatives and emerging demands;
4. UNEG benefits from and contributes to an enhanced global evaluation profession.

UNEG considers evaluation has the potential to strengthen national ownership of development outcomes and improve development results at the national, regional and global levels. In order to reach its full potential, evaluation needs, at the outset, to be put in a broader context. This entails a clear mandate and framework to measure and evaluate progress and results supporting the post-2015 development agenda and sustainable development goals. In this regard, the UNEG High-Level Panel in the Fourth Development Cooperation Forum (DCF) organized in

New York in July 2014 with the theme of “Empowering Countries through Evaluation: Evaluation as a country-level tool” underlined evaluation as a critical tool for the post-2015 development agenda and the Sustainable Development Goals; and the issue of national evaluation capacity building as important part of the agenda.

In the framework of the Strategic Objective 3 of the UNEG Strategy titled: “Evaluation informs UN system-wide initiatives and emerging demands” UNEG is working on a number of activities to support system-wide initiatives. In this regard, the UNEG Secretariat is supporting the efforts of Member States to introduce a UN General Assembly resolution; and is devising a strategy to support the Member States and international evaluation organizations to organize advocacy activities in the framework of the 2015 International Year of Evaluation.

Duties and Responsibilities

On the occasion of the 2015 International Year of Evaluation, UNEG is planning to produce a flagship document to highlight the role of the UNEG in the global evaluation community. It is seeking a consultant to help in the write-up of the document and its related communication materials, and to provide communications support for the launch of the report (i.e., prepare press release, etc.). The consultant will report directly to the UNEG Vice Chair for system wide initiatives. She/he will be accountable overall to the UNEG Executive Group.

The UNEG flagship document will include, but not limited to, the following topics:

- The importance of evaluation in the UN and how UNEG is working to include this in the new post-2015 development agenda
- The work of UNEG and its partners to ensure national evaluation capacity building in global and national development agendas
- UNEG’s partnership and cooperation with the EvalPartners and others in the context of the 2015 International Year of Evaluation

The flagship document will aim to target a general audience and will be published in a “coffee table book” format (approximately 15 pages). Other related products include: an online version with hyperlinks; other communication materials, such as a communication/media kit, a leaflet/flyer; a poster; and a ppt presentation.

The report will be launched in New York during the UNEG Evaluation Week 2015 (9-13 March).

Duration and Deliverables

The consultant will be contracted from mid-October 2014 to 31 March 2015. The contract will be arranged as a lump-sum amount and payable upon completion of the deliverables, according to the deliverables highlighted below.

During the drafting of the document, the consultant will gather inputs from UNEG colleagues (as guided by the UNEG Executive Group) via interviews/phone interviews or other methods.

Deliverable	Timeline
- first draft of the flagship document - submission of the final flagship document (estimated 18 working days)	-By 7 November 2014 -By 31 December 2014
Consultations and briefings held via webinars with UNEG colleagues (estimated 2 working days)	Webinars will be conducted as needed during the whole contract period
Prepare other supporting materials (estimated 3 working days)	January 2015
Provide communications support for the launch of the report (i.e., prepare press release, etc.). Applicants can propose details in their proposals. (estimated 2 working days)	9 February-30 March 2015

Competencies

Corporate competencies

- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Highest standards of integrity, discretion and loyalty.

Functional competencies

- Excellent writing and communication (verbal and written) skills in English
- Excellent analytical and strategic thinking skills
- Work well under pressure
- Ability to establish effective working relations in multi-cultural team environments
- Strong facilitation and coordination skills
- Resourcefulness, initiative and mature judgment

Required Skills and Experience

Education:

- The consultant must possess a post-graduate degree in journalism, communications or related disciplines.

Experience:

The consultant should have the following qualifications and experience:

- At least 10 year experience in the area of journalism, communications or equivalent, with demonstrated experiences in writing and producing reports or other publications.
- Knowledge of the UN and experience of working with UN inter-agency groups are desired.
- Knowledge of evaluation and international development areas is desired.

How to apply

Applicants should submit a CV indicating relevant experience and including links of sample publication(s) produced in the past, if applicable, and a financial proposal/rate per day. The proposal shall also specify a total lump sum amount and breakdown amounts for specific deliverables mentioned in the TOR and/or proposed by the applicants.