Roster of Evaluation Consultants

The United Nations World Food Programme (WFP) is the world’s largest humanitarian agency, fighting hunger worldwide. The mission of WFP is to end global hunger. Every day, WFP works around the globe to ensure that no child goes to bed hungry and that the poorest and most vulnerable, particularly women and children, can access the nutritious food they need.

The WFP Executive Board approved a new Evaluation Policy for WFP at its 2015 November session, recognizing the contribution evaluation makes to the evidence base for WFP’s impact on the people it serves. The new Evaluation Policy aims to strengthen WFP’s contribution to ending global hunger by embedding evaluation into the heart of its culture of accountability and learning, ensuring that evaluation is planned for, and evaluation findings are comprehensively incorporated into all WFP’s policies and programs.

We are building a Roster of Evaluation Consultants that will be comprised of highly competent evaluation professionals from around the world who can play a key role in helping to support the achievement of zero hunger.

All applicants will be reviewed and go through a selection and assessment process to demonstrate their technical and organisational capabilities. Successful applicants will be considered for individual consultancy contracts as Junior Evaluators (L1), Evaluators (L2), Intermediate Evaluators (L3), Senior Evaluators (L4) or Team Leaders (L5) in Country Offices or Regional Bureaux.

We intend to reach out to successful applicants to reaffirm their interest in staying in the roster after 12 months.

**Strategic Purpose of the Function**

WFP’s evaluation function is based on the evaluation principles of independence, credibility and utility. The WFP Evaluation Policy (2016-2021) clearly states that, “All evaluations are conducted by independent consultants” so as to avoid conflict of interest and safeguard independence. The first of the four intended outcomes of the Policy is, “Independent, credible and useful centralized and decentralized evaluations.” “Independence requires impartiality, so that evaluations are free from influences that may bias their selection, conduct, findings, conclusions, recommendations and reporting. WFP is committed to safeguarding the independence and impartiality of all its centralized and decentralized evaluations through the provisions specified in Table 1 and the roles and accountabilities in Section VII.”

In order to commission independent evaluations, WFP Country Offices will hire either firms or individuals. This VA will help to identify evaluators that could be hired by COs or units at HQ other than OEV who are managing their own evaluations. To be able to be hired as a consultant, individuals must be able to show that they are not affiliated to a firm or organisation. If you apply to this roster, questions related to your affiliation will be asked.

**Job Purpose**

- **Junior Evaluator:** Junior evaluators provide research and analytical support to evaluation teams. They generally provide a support function rather than being involved in direct data gathering.
• **Evaluator:** Evaluators may be involved in and conduct various aspects of the evaluation process depending on the level of complexity of the assignment and the size of the evaluation team.

• **Intermediate Evaluator:** Evaluators may be involved in and conduct many aspects of the evaluation process depending on the level of complexity of the assignment and the size of the evaluation team.

• **Senior Evaluator:** Senior evaluators will take a leading role in design, data collection, data synthesis and analysis, and report writing.

• **Team Leader:** The Team Leader assumes responsibility for the entire evaluation processes and is the main contact with OEV.

**Qualification Requirements**

**Education:**

• Advanced University degree in International Affairs, Economics, Nutrition/Health, Agriculture, Environmental Science, Social Sciences or other field relevant to international development assistance, or First University Degree with two additional years of relevant work experience from the minimum experience requirement stated below.

**Experience:**

• **Junior Evaluator level:** One to three years of progressively responsible professional experience in humanitarian and/or development evaluation.

• **Evaluator level:** Three to five years of progressively responsible professional experience in humanitarian and/or development evaluation.

• **Intermediate Evaluator level:** Six to eleven years of progressively responsible professional experience in humanitarian and/or development evaluation.

• **Senior Evaluator:** More than 12 years of progressively responsible professional experience in evaluation.

• **Team Leader level:** More than 12 years of progressively responsible professional experience in evaluation, including at least 5 previous assignments as Team Leader.

**Other categories:**

1. **Years of experience in humanitarian and/or development evaluation:** (0-3, 3-5, 6-11, 12+)

2. **Most recent evaluation role** (Team Leader, Sr Evaluator, Intermediate Evaluator (int’l), Intermediate Evaluator (nt’l), Evaluator (int’l), Evaluator (nt’l), Researcher, Data analyst, Junior Evaluator, none of the above, other)

3. **Types of evaluation that you have conducted or assisted in** (country programme evaluation, project evaluation, impact evaluation, strategic evaluation, policy evaluation, other)

4. **Evaluation approaches that you have applied** (appreciative inquiry, case study, theory-based, contribution analysis, humanitarian evaluation, surveys (large and small samples), qualitative data analysis, outcome mapping, randomised control trials, qualitative impact evaluations, participatory evaluation, most significant change, real-time evaluation, utilisation-focused evaluation, other).

5. **Field of evaluation expertise or subject areas of evaluations conducted** (agriculture/rural development, capacity development, cash-based transfers, climate change/environment, disaster risk reduction, education/school feeding, emergency preparedness and response, food security, nutrition, resilience, gender, HIV and AIDS, social protection, logistics and procurement, organisational change management, innovation, refugees/IDPs, partnerships, protection, market access, knowledge management, vulnerability assessment and mapping, other).

6. **Regions of the world where you have done evaluation work** (Asia and the Pacific - RBB, Middle East/N. Africa, Eastern and Central Asia - RBC, West Africa - RBD, Southern Africa - RBJ, Eastern and Central Africa - RBN, Latin America & Caribbean (RBP)).
7. Willingness to travel to difficult/hazardous field locations

Languages:
- Fluency in oral and written English.
- Ability to conduct evaluations in other languages: (Arabic, Chinese, French, Russian, Spanish, Portuguese, other).

Conflict of Interest
- Have you recently been involved in the design or implementation of WFP projects, programmes or policies?
  - If so, when, where and in what capacity?
- Have you recently evaluated any of WFPs projects, programmes or policies?

Availability
Please indicate if there is any time in the next year when you will not be available to work as a WFP consultant (by month).

Affiliation
According to WFP’s Human Resources Manual, “consultants are independent hires and cannot be simultaneously employed by the Programme and receive income or honorarium from other organizations, governments, non-governmental organizations (NGOs) or other. In the event that the candidate considered is employed under regular staff contracts by another United Nations organization other forms of contractual agreements must be pursued (reimbursable or non-reimbursable loan agreement, secondment, inter-agency transfer).”

- Are you self-employed?
- Are you affiliated to any firms, companies or institutes?
  - If yes, please provide the name, type of entity(ies) and web address.
  - Please also describe the nature of this affiliation including your title, tenure, and any financial interests.
  - If yes and if hired as a consultant for WFP, do you expect to continue to be affiliated with the entity(ies) for the duration of your assignment with WFP?

Deadline for applications: VA open to one month

WFP has zero tolerance for discrimination and does not discriminate on the basis of HIV/AIDS status. Qualified female applicants and qualified applicants from developing countries are encouraged to apply.

No appointment under any kind of contract will be offered to members of the UN Advisory Committee on Administrative and Budgetary Questions (ACABQ), International Civil Service Commission (ICSC), FAO Finance Committee, WFP External Auditor, WFP Audit Committee, Joint Inspection Unit (JIU) and other similar bodies within the United Nations system with oversight responsibilities over WFP, both during their service and within three years of ceasing that service.

Fighting Hunger Worldwide

www.wfp.org