

UNEG Senior Evaluation Consultant

Location:	Home-based, New York, USA
Type of Contract:	International Consultant
Languages Required:	English
Duration of Contract:	30 working days in a three-month period (expected to average two days per week) with possibility of extension
Start date:	As soon as possible

Background

The [United Nations Evaluation Group \(UNEG\)](http://www.unevaluation.org) is a professional network comprised of 50 organizational entities responsible for evaluation in the UN system. UNEG's mission is to promote, strengthen and advocate for a robust, influential, independent and credible evaluation function throughout the UN system for decision-making, accountability and learning.

The UNEG Annual Work Programme is defined at the Annual General Meeting, which serves as UNEG's main decision-making body. In-between AGMs, the UNEG Executive Steering Committee (ESC), comprising the UNEG Chair and vice-Chairs, meets (virtually) to discuss and make necessary decisions to facilitate the UNEG work programme. Bi-monthly meetings are also organized with the ESC and coordinators of the UNEG Working Groups, Interest Groups and Task Forces. Further details on UNEG are available at www.unevaluation.org.

UNEG is currently supported by a part-time consultant based in Europe and is looking to strengthen the Secretariat function by hiring a part-time (two days a week) Executive Coordinator (senior evaluation consultant) to provide substantive support to the UNEG Chair and Executive Steering Committee. The consultant will be home-based (New York) and report to the UNEG Chair (currently located in Paris).

Duties and Responsibilities

Support to UNEG Chair.

- Coordinate UNEG's responses to external requests for input (e.g. on UN reform).
- Attend and report back on relevant events at UN Headquarters in New York.
- Provide substantive support and/or inputs as requested by the WG chairs
- Peer review documents produced by consultants or WGs
- Follow the progress of UNEG Working Groups and identify opportunities for engagement or ESC action
- Provide substantive inputs into any UNEG Chair white papers, regular UNEG progress reporting etc.
- Participate in the preparation of UNEG communications products and outreach

- Any other tasks as required by the UNEG Chair.

Support to Senior Coordinator ISWE

- Prepare background notes and working papers for SDG evaluation planning and prioritisation of themes in consultation with UNEG members.
- Provide background notes, proposals, progress reports as required for the DIFID SWE project.

QUALIFICATIONS AND COMPETENCIES

- a) **EDUCATION:** Master's Degree.
- b) **WORK EXPERIENCE:** Over fifteen years' experience in progressively responsible professional work related to strategic planning, and management of development cooperation and evaluation work. At least 5 years' experience as a senior evaluator in a UN entity.
- c) **COMPETENCIES:**
 - Familiarity of UNEG including its vision, mission and working modalities;
 - Substantive knowledge of UNEG Norms and Standards;
 - Knowledge of inter-governmental policy setting;
 - Track record of ability to negotiate different viewpoints in complex institutional setting;
 - Excellent analytical skills, including the ability to quickly and clearly synthesize ideas and feedback;
 - Integrity in decision-making with clear understanding of independence and consultation;
 - Ability to work autonomously and deliver products of high quality, while at the same time accepting guidance and demonstrating strong teamwork skills;
 - Excellent communication, negotiating, advocacy and problem-solving skills;
 - Demonstrated ability to work collaboratively in a multi-cultural environment and establish harmonious and effective working relationships, both within and outside the organization.

How to Apply:

Applicants should submit their CV, cover letter and fee rate by Friday, 14th June 2019 to mvarghese@unicef.org and copy s.frueh@unesco.org