Terms of Reference

Consultancy for UNEG Evaluation Function Work Group

I. Context

1. The United Nations Evaluation Group (UNEG) Evaluation Function Work Group is hiring a consultant as detailed in this Terms of Reference. This UNEG Work Group aims to strengthen the inclusivity and capacity of evaluation functions in the UN System. The Inspection and Evaluation Division (IED) of the United Nations Office of Internal Oversight Services (IED-OIOS) and the Office of Internal Oversight Services (OIOS) of the International Atomic Energy Agency (IAEA) co-chair this Work Group. The 2023 Work Plan for the Evaluation Function Work Group has been approved by the UNEG Heads and issued by the UNEG Secretariat (see the Annex). The co-chairs will manage this consultancy.

II. Objective

2. The objective of this consultancy is to support the UNEG Evaluation Function Work Group with the following main outcomes, which are in line with the 2023 work plan of the Evaluation Function Work Group:
   1. Strengthened evaluation capacity and use among UNEG members;
   2. Greater inclusivity of UNEG;
   3. Greater sharing of and access to UNEG resources among all evaluation functions, regardless of size or membership; and
   4. Enhanced knowledge and sharing among evaluation functions with similar issues and constraints based on their small size.

III. Scope

3. OIOS-IED will engage the consultant for a 20-day contract. Under the supervision and guidance of the UNEG Work Group Co-Chairs, the consultant will:
   • Assist the co-chairs in designing a 2-hour online workshop for small evaluation offices to share their experiences in building their evaluation functions
   • Support the Co-Chairs in the delivering the online workshop
   • With inputs from the above-mentioned workshop and other external sources, **draft a strategy** for creating and strengthening the evaluation function in smaller UN evaluation offices (Output 1 of the work plan of the Evaluation Function Work Group)
   • With inputs from the above-mentioned workshop and other external sources, **draft a compendium of good practices** and challenges facing small evaluation offices (Output 2 of the work plan)
   • With inputs from the above-mentioned workshop and other external sources, **develop a theory of change** for building the capacity of small evaluation functions (Output 3.3 of the work plan)

IV. Duration and Immediate Management

4. The duration of the consultancy will be from 1 September 2023 to 31 December 2023 and entail a total of 20 working days during this period.
5. As per ST/AI/2013/4 the consultant should not commence work until the relevant individual contract has been duly approved, signed by both parties and returned to the responsible department, office or mission, together with the required documents and certifications as stipulated in annex II to ST/AI/2013/4. Should the start of the consultancy be delayed due to administrative procedures and the consultancy start after the indicated start date, only actual days worked will be remunerated. The consultant will report to one of the Work Group Co-Chairs, Ms. Demetra Arapakos, the Deputy Director of the OIOS-IED.

V. Travel

6. The consultant will be working from home for the entire duration of the contract. No travel will take place. The workshop will take place virtually.

VI. Deliverables

7. Deliverables to be produced by the consultant include:

- Draft workshop materials (i.e., Power Point presentation and handouts)
- Effective organization and delivery of the workshop as directed by the Co-Chairs
- Strategy for creating and strengthening the evaluation function in smaller UN evaluation offices (Output 1 of the work plan)
- Compendium of good practices and challenges facing small evaluation offices (Output 2 of the work plan)
- Theory of change for building the capacity of small evaluation functions (Output 3.3 of the work plan)

8. Deliverables shall be submitted to the Co-Chairs at agreed deadlines. Failure to submit outputs in a timely manner will result in the nullification of this agreement.

VII. Remuneration

9. The consultant will be paid a daily rate of US $500 for 20 working days, amounting to US $10,000 which will be paid in one installment upon successful achievement of key milestones to the satisfaction of the Deputy Director.

VIII. Standards of Conduct

10. All the materials reviewed by the consultant are strictly confidential and should be treated as such by the consultant.

11. As specified in Administrative Instruction ST/AI/1999/7 (attached), the consultant shall respect the impartiality and independence of the United Nations Secretariat and shall neither seek nor accept instructions regarding services performed under this consultancy contract from any Government or other authority external to the Organization. During the consultant’s period of service with OIOS-IED, she shall refrain from any conduct that would adversely reflect on the United Nations and shall not engage in any activity that is incompatible with the aims and objectives of the Organization.
12. Furthermore, in accordance with ST/AI/1999/7, section 5.6, the consultant shall exercise the utmost discretion in all matters relating to the performance of his/her functions. Unless otherwise authorized by the Director of OIOS-IED, the consultant may not communicate at any time to the media, or to any institution, person, Government or other external authority, any information that has not been made public and which has become known to them by reason of their association with the United Nations. The consultant may not use such information without the written authorization of the Organization.
Annex: UNEG Work Group work plan

Group name: Evaluation Function Work Group / Coordinators: Demetra Arapakos (OIOS) and Jicheng Zhang (IAEA)
VISION: To strengthen the inclusivity and capacity of evaluation functions in the UN system

<table>
<thead>
<tr>
<th>Outcomes</th>
<th>Outputs</th>
<th>Activities</th>
<th>Modalities</th>
<th>Timeframe</th>
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<tbody>
<tr>
<td>• Strengthened evaluation capacity and use among UNEG members</td>
<td>1. Strategy (with specific options) for creating and strengthening the evaluation function in smaller UN evaluation functions, including their meaningful engagement with UNEG and possible sharing of resources</td>
<td>* Structured regular monthly meetings and ad hoc brainstorming sessions, also inviting other relevant stakeholders</td>
<td>Meetings and brainstorming sessions; synthesis/distillation/analysis of discussions</td>
<td>January 2024</td>
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<td>• Greater inclusivity of UNEG</td>
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<td>*Coordination with other relevant UNEG work groups, such as on peer review</td>
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<td>• Greater sharing of and access to UNEG resources among all evaluation functions, regardless of size or membership</td>
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<td></td>
<td>2. Compendium of good practices and identification of key issues/constraints facing small evaluation functions</td>
<td>* Structured regular monthly meetings and ad hoc brainstorming sessions, also inviting other relevant stakeholders</td>
<td>Meetings and brainstorming sessions; synthesis/distillation/analysis of discussions</td>
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<td>3.1) Report on the outcomes of select self-assessments of evaluation capacity, practice and use by small evaluation functions; and 3.2) Mapping of the readiness for self-assessments by small evaluation functions; and 3.3) Development of a Theory of Change for building the capacity of small evaluation functions</td>
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