

Professional Peer Review of the Evaluation Function of the International Migration Organisation (IOM)

Terms of Reference for the Peer Review Team Consultant Advisor

Introduction

1. This Terms of Reference (TOR) is part and parcel of the TOR of the Professional Peer Review of the Evaluation Function of the International Migration Organisation (IOM), which was finalized by the Peer Review Team, in close collaboration with IOM Evaluation Office, in August 2020.

2. The Panel, comprised of three members from UNEG agencies and the OECD/DAC, is to be assisted by a Consultant Advisor responsible for: (a) data collection and information gathering; (b) preliminary assessment of the collected information; and c) preparation of substantive inputs to the preliminary draft peer review report. This document defines the tasks and time-schedule for the Consultant Advisor.

Purpose of the assignment

3. The Consultant Advisor will support the Peer Review Panel throughout the process by conducting background data collection and consolidation, as well as preliminary analysis of evidence; preparing analytical tools and frameworks; and contributing written inputs for the Peer Review deliverables.

Tasks, activities, deliverables and approach

4. Under the overall responsibility of the Chair of the Peer Review Team, the Consultant Advisor will:

- a. Contribute to the preparation of the Peer Review Normative Framework;
- b. Review and consolidate documents and evidence supporting the evaluation office (EO) self-assessment and JIU maturity matrix; this will also include data and information about the evaluation office budget and other resources;
- c. Synthesise findings about IOM evaluation function stemming from the EO self-assessment, and draft a preliminary assessment based thereupon;
- d. Develop an approach for the Peer Exchange event between Peer Review Panel members and EO staff;
- e. Finalize the list of stakeholders to be interviewed by the Peer Review panel;
- f. Develop an evaluation report quality assessment matrix, based on EO and UNEG relevant tools;
- g. Review and assess the quality of a sample of evaluation reports, selected from among reports
- h. Develop check-lists for the Panel's interviews;
- i. Participate in the Peer Review interviews in IOM and with other stakeholders; and
- j. Contribute written inputs for the Peer Review final draft.

5. The Consultant Advisor will mostly work from her/his home location and will keep in contact with the Panel and EO by email and teleconference. S/he will participate in a mission to IOM in late September/October 2020 to discuss in depth aspects related to the self-assessment, quality assessment, and contribute to the Peer Review Panel's visit.

Reporting

6. The consultant will report to the Chair of the Peer Review Panel, for all purposes. In carrying out her/his tasks, s/he will coordinate her/his work with the Peer Review Panel members and with EO staff.

Duration and time-schedule

7. The assignment will be carried out between October 2020 and January 2021. It is foreseen that the assignment will require 50 working days, including one mission to IOM in Geneva. Box 1 shows the planned time-schedule.

Box 1. Time-schedule for the consultant advisor

Steps (cross-referenced to list of tasks)	Deadline*	Consultant's working time (days)
a) Finalization Peer Review Normative Framework	16 October 2020	8
b) Develop an evaluation report quality assessment matrix, based on IOM and UNEG relevant tools	19 September 2020	1
c) Execute Tasks b), d), e), and f) from the TOR	21-27 October 2020	5
d) Synthesise findings about IOM evaluation function stemming from the EO self-assessment	28 October - 9 November 2020	10
e) Review and assess the quality of a sample of evaluation reports, selected from among reports	12 -27 November	9
f) Develop check-lists for the Panel's interviews;	28 November	1
g) Participate in the Peer Review interviews in IOM and with other stakeholders;	16-20 November tentatively	6
h) Produce written inputs for the Peer Review drafts	30 January 2021	10

8. Key selection criteria

- Familiarity with UNEG Peer Review processes, External Quality Reviews of Oversight and Evaluation Functions.
- Have a strong understanding of how evaluation functions operate in multilateral organizations.
- Have experience in managing evaluations and assessing of quality of evaluation reports in line with UNEG and OECD standards.
- Familiar with the JIU Matrix and OIOS Scorecard Methods desirable.
- Experience with evaluation processes in UN Organizations is essential.

Interested applicants should submit their curriculum vitae (CV) to adan.ruizvillalba@wipo.int with copy to rstryk@unicef.org and meike-de.goede@minbuza.nl. Applications should be received by **20th September 2020 midnight Central European Standard Time**.