

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

Hiring Office:	UNFPA Rwanda
TITLE	Evaluation Team Leader to conduct UNFPA Rwanda’s 8th Country Programme Evaluation (CPE)
Purpose of consultancy:	<p>The overall purpose of the consultancy is to lead the UNFPA Rwanda’s 8th Country Programme Evaluation (CPE), an independent assessment of the relevance and performance of the 8th CP covering the period from July 2018 to June 2024, with a team of evaluators.</p> <p>Under the overall supervision of the UNFPA Rwanda Deputy Representative and day-to-day supervision by the M&E Specialist as the CPE Manager, the CPE Team Leader will lead the CPE assignment and supervise other two (2) CPE team members responsible for the UNFPA 8th CP thematic areas (Sexual Reproductive Health and Rights; Adolescents and Youth; and Population Dynamics), and work closely with all staff across the Country Office (CO) including Programme and Operations, as required for specific tasks.</p>
<p>Scope of work:</p> <p><i>(Description of services, activities, or outputs)</i></p>	<p>The United Nations Population Fund (UNFPA) is the United Nations sexual and reproductive health agency. Its mission is to deliver a world where every pregnancy is wanted, every childbirth is safe and every young person’s potential is fulfilled. Within the framework of the Sustainable Development Goals and the Programme of Action of the International Conference on Population and Development (ICPD), UNFPA is working towards three transformative results: (i) zero preventable maternal deaths; (ii) zero unmet need for family planning; and (iii) zero gender-based violence and harmful practices, including female genital mutilation and child, early and forced marriage.</p> <p>The UNFPA Rwanda Country Office (CO) is currently implementing the 8th Country Programme (CP) (July 2018 – June 2024) with the Government of Rwanda and other partners. The goal of the CP is to achieve universal access to sexual and reproductive health, realize reproductive rights and reduce maternal mortality, and to improve the lives of women, adolescents and youth. In pursuit of this goal, the UNFPA Rwanda CO seeks to achieve results in the following thematic areas of programming under the CP: sexual and reproductive health and rights; adolescents and youth; and population dynamics.</p> <p>In line with the 2019 UNFPA Evaluation Policy, the UNFPA Rwanda Country Office (CO) is planning to conduct an evaluation of its 8th CP (July 2018 – June 2024). The purpose of the Country Programme Evaluation (CPE) is to strengthen accountability to stakeholders, support evidence-based decision-making, and improve learning. The overall objective of the CPE is to provide an independent assessment of the relevance and performance of the CP and to broaden the evidence base for the design of the next programme cycle.</p> <p>The evaluation will cover all interventions in the 3 thematic areas of the CP, which have been implemented across Rwanda during the programme’s period. The thematic areas are described in section 3 of the terms of reference. In addition, the evaluation will also cover cross-cutting issues, such as human rights, gender equality, disability, and transversal functions, such as coordination, monitoring and evaluation, innovation, resource mobilization, and strategic partnerships.</p>

The CPE will be conducted by a team of consultants as the CPE team (composed of 1 team leader and 2 team members), in close consultation with the UNFPA Rwanda CO, with the quality assurance support from the UNFPA East and Southern Regional Office (ESARO) Regional M&E Advisor, and the UNFPA Evaluation Office, while effective participation and contribution from the Evaluation Reference Group (ERG) consisting of key partners and stakeholders (Government, representatives of civil society, UN Agencies and target population).

The evaluation team leader will hold the overall responsibility for the design and implementation of the evaluation. S/he will be responsible for the production and timely submission of all expected deliverables in line with the ToR. S/he will lead and coordinate the work of the evaluation team and ensure the quality of all evaluation deliverables at all stages of the process. The evaluation manager will provide methodological guidance to the evaluation team in developing the design report, in particular, but not limited to, defining the evaluation approach, methodology and work plan, as well as the agenda for the field phase. S/he will lead the drafting and presentation of the design report and the draft and final evaluation report, and play a leading role in meetings with the ERG and the CO. The team leader will also be responsible for communication with the evaluation manager. Beyond her/his responsibilities as team leader, the evaluation team leader will serve as technical expert for one of the thematic areas of the CP described below.

Deliverables:

	Deliverable	Timeline (Indicative)¹
1	8 th CPE Draft Inception Report and the PowerPoint presentation for ERG presentation	By 05 June 2023
-	Review of the draft Inception Report by UNFPA and ERG	By 19 June 2023
2	8 th CPE Final Inception Report, approved by the CO, ESARO Regional M&E Advisor, and Evaluation Office	By 26 June 2023
3	8 th CPE Draft Evaluation Report of satisfactory quality	By 14 August 2023
-	Review of the draft Evaluation Report by UNFPA and ERG	By 28 August 2023
4	8 th CPE Final Evaluation Report, approved by the CO, ESARO Regional M&E Advisor, and Evaluation Office; and PowerPoint presentation of the evaluation results	By 7 October 2023 (submission to the EO)

Provisional number of working days (indicative)²: 50 days

¹ The timeline is indicative; this will be discussed upon the submission of the CPE work plan with timeline by the CPE Team Leader in discussion with the CPE Manager.

² The number of days is indicative; The final working days will be proposed by the evaluation team based on the CPE work plan in the inception report and will be subject to the approval of the evaluation manager.

Duration and working schedule:	50 Working Days and on a full-time basis during the period between 15 May 2023 to 31 October 2023
Place where services are to be delivered:	Virtually; as well as field work in UNFPA 8 th CP intervention districts (Karongi, Nyamasheke, Rusizi) and all 5 refugee camps (Mahama, Nyabiheke, Kiziba, Mugombwa, and Kigeme) as designed in the 8 th CPE Inception Report
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	Electronic submission of the deliverables in Word, EXCEL, PDF and PowerPoint Slide formats
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	Weekly update to the supervisors; and as regularly as required in discussion with the supervisors.
Supervisory arrangements:	The IC will be supervised by the M&E Specialist as the CPE Manager, under the overall supervision by the UNFPA Deputy Representative.
Expected travel:	Field work to the UNFPA 8 th CP intervention districts (Karongi, Nyamasheke, Rusizi) and 5 refugee camps (Mahama, Nyabiheke, Kiziba, Mugombwa, and Kigeme) as designed in the 8 th CPE Inception Report
Required expertise, qualifications and competencies, including language requirements:	<p>Team leader (International Consultant)</p> <p>The competencies, skills and experience of the evaluation team leader should include:</p> <ul style="list-style-type: none"> ● Master's degree in public health, social sciences, demography or population studies, statistics, development studies or a related field. ● 10 years of experience in conducting or managing evaluations in the field of international development. ● Extensive experience in leading complex evaluations commissioned by United Nations organizations and/or other international organizations and NGOs. ● Demonstrated expertise in one of the thematic areas of the CP covered by the evaluation, namely sexual reproductive health and rights, adolescents and youth, and population dynamics. ● In-depth knowledge of theory-based evaluation approaches and ability to apply both qualitative and quantitative data collection methods and to uphold high quality standards for evaluation as defined by UNFPA and UNEG. ● Ability to ensure ethics and integrity of the evaluation process, including confidentiality and the principle of do no harm. ● Ability to consistently integrate human rights and gender perspectives in all phases of the evaluation process. ● Excellent management and leadership skills to coordinate the work of the evaluation team, and strong ability to share technical evaluation skills and knowledge. ● Ability to supervise a young and emerging evaluator, create an enabling environment for her/his meaningful participation in the work of the evaluation team, and provide guidance and support required to develop her/his capacity.

	<ul style="list-style-type: none"> ● Experience working with a multidisciplinary team of experts. ● Excellent ability to analyze and synthesize large volumes of data and information from diverse sources. ● Excellent interpersonal and communication skills (written and spoken). ● Work experience in/good knowledge of the region and the national development context of Rwanda. ● Fluent in written and spoken English.
Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	<p>UNFPA will provide:</p> <ul style="list-style-type: none"> ● Required documentation ● Support services where appropriate ● Logistics arrangements while there is a need to travel
Other relevant information or special conditions, if any:	An Individual Contract (IC) will be signed with the consultants for the duration of 50 working days.

How to apply:

Interested applicants should send a short letter (one page) of motivation and a detailed CV with the subject clearly stated " **Evaluation Team Leader to conduct UNFPA Rwanda's 8th Country Programme Evaluation (CPE)**" to recruitments.rwanda@unfpa.org Your CV should highlight relevant experience in delivering similar work with relevant links.

UNFPA will only respond to those applicants in whom we have further interest.

Application deadline: 5 May 2023, 14h00 GMT time.

The United Nations does not charge a fee at any stage of its recruitment process (application, interview, processing, training) or other fee, or request information on applicants' bank accounts or HIV status.