### CALL FOR APPLICATIONS: VETTED ROSTER FOR TECHNICAL EXPERTS, SUPPORT TO UNDP PROJECTS AND PROGRAMMES : INDEPENDENT EVALUATION

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| **Location** | Home Based and Various |
| **Application deadline** | 4 weeks from date of publishing |
| **Type of Contract** | Individual Contractor |
| **Post Level** | National Consultant |
| **Languages required:** | English and French (when applicable) |
| **Duty Station** | Home based and various |
| **Duration of Initial Contract:** | **Varies from a few days to several months** |

**BACKGROUND**

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| High-quality evaluations are critical for results-based management, knowledge generation for wider use, and for accountability to programme partners. One of the requirements of the UNDP evaluation policy is that programme units – policy, practice, regional bureaus and country offices – ensure that evaluations inform programme management and contribute to development results. Therefore, UNDP has been increasingly emphasizing the need to carry out high quality decentralized evaluations. As part of this process, the UNDP Independent Evaluation Office (IEO) assesses the quality of the decentralized evaluations carried out each year. These assessment findings are made available to the relevant UNDP Bureaus and programme units, and are reported to the UNDP Executive Board as part of the IEO Annual Report on Evaluation.  Decentralized evaluations include programme-level evaluations, outcome evaluations, and project evaluations. UNDP Bureaus and country offices develop Evaluation Plans, articulating the evaluations to be carried out during each 5 year planning cycle. Approximately 200 - 250 decentralized evaluations get carried out world-wide each year. UNDP Bureaus and Country Offices have discretion over which of their programmes and projects are evaluated, unless otherwise specified in partnership agreements with funders. Of particular relevance to these terms of reference, all full size projects funded by the Global Environment Facility (GEF) require a final (terminal) evaluation upon closure.  In order to ensure continued support to our initiatives, UNDP invites candidates to send their applications for inclusion in a Vetted Roster of external experts. The process for including candidates in the Expert Roster is described in the later sections of this advertisement  To be considered for inclusion in the roster, applicants would need to have expertise in one or more of the following areas :   * **Sustainable Development** including - Poverty reduction, Natural resource management, Development planning and risk management; * **Democratic governance** - Enabling and strengthening Governance systems; Governance strengthening and innovation; Civil society engagement and inclusion; Integrity in public institutions; * **Resilience** - Supporting recovery in all aspects from conflict (economic and governance); Preparing for and dealing with the consequences of natural disasters; and * **Environment and Energy** - Water use and systems; Air pollution and quality; Land degradation; Coastal erosion; Efficient energy use. * Programme Monitoring and Evaluation in the (related) areas above. |

**DUTIES AND RESPONSIBILITIES**

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| **Tasks assigned in each individual assignment may include but not limited to the following :**   * Developing Inception report (including development of an evaluation matrix and Data collection tools); * Undertake secondary research of the evaluand based on review of existing literature * Develop evaluation design, research questions and scope of work for undertaking primary research of the evaluand; * Developing the Draft and Final Evaluation report; * Document good practices, and lessons from evaluation; * Conduct validation workshop with key stakeholders.   **Capacity** **Development/Training:**   * Where relevant and as indicated in the ToR, develop Capacity Development Plan to address the identified capacity gaps and Conduct and/or Coordinate trainings and workshops.   **Knowledge** **Management:**   * Prepare knowledge and communications products related to the projects/programs of the evaluand; * Develop lessons learned and/or literature on best practices. |

**FUNCTIONAL COMPETENCIES**

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| * Good track record in Evaluation, with UNDP experience being an asset; * Understanding of Government functioning and systems; * Updated familiarity on various programmes across one or more areas of expertise; * Working knowledge of objectives-oriented programme/ project planning using the Theory of Change, or results-based management; * Strong interpersonal and communication skills; * Strong analytical, reporting and writing abilities skills; * Openness to change and ability to receive/integrate feedback; * Ability to work under pressure and tight deadlines; * Proficiency in the use of office IT applications and internet; * Outstanding interpersonal skills, teamwork, and competency to operate in a multi-cultural and diverse environment; * Demonstrates integrity and ethical standards; * Positive, constructive attitude to work. |

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| **Language and other skills:**   * Excellent oral and written English; Fluency in French, Portuguese and/or Spanish would be an asset, or as requirement, for some assignments, including the ability to set out a coherent argument in presentations and group interactions; * Capacity to communicate fluently with different stakeholders (civil society, government authorities, local communities, project staff); * Computer skills: full command of Microsoft applications (word, excel, PowerPoint) and common internet applications will be required.   **Core Competencies:**   * Demonstrates integrity by modelling the UN’s values and ethical standards; * Promotes the vision, mission, and strategic goals of UNDP; * Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability; * Treats all people fairly without favouritism; * Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment. |

**REQUIRED SKILLS AND EXPERIENCE**

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| **Education, experience and skills:**   * **Band 1, Implementation Support**: Master’s Degree in relevant field with minimum 3 years of relevant work experience, or Bachelor’s Degree in relevant field with minimum 5 years of relevant work experience; * **Band 2, Specialist Support**: Master’s Degree in relevant field with minimum 7 years of relevant work experience, out of which minimum 3 years of international experience as a requirement; * **Band 3, Senior Advisory**: Master’s Degree in relevant field with minimum 12 years of relevant work experience, out of which minimum 5 years of international experience as a requirement; * Demonstrated experience in research, analysis, policy support, programme and project development, theory of change, project management, knowledge management, and/or monitoring, reporting and evaluation; * Proven experience working with a wide variety of development actors including governments, international development organizations (including United Nations agencies), donors and other funding agencies, private sector entities, and/or civil society organizations including community groups, academia and the media; * Previous work experience in Africa Region is an asset.   **Relevant Field of Education:**  Degree in either of or related fields;   * **Sustainable Development** or any of the following- Poverty reduction, Natural resource management, Development planning and risk management; * **Socio economic or political governance** - Enabling and strengthening Governance systems; Governance strengthening and innovation; Civil society engagement and inclusion; Integrity in public institutions; * **Environment and Energy** - Water use and systems; Air pollution and quality; Land degradation; Coastal erosion; Efficient energy use.   **Evaluation of Applicants:**  Applicants will be screened against qualifications and the competencies specified above and may be may be requested to participate in a brief interview;  **Interested candidates are advised to carefully review this advertisement, the procurement notice and ToR attached here and ensure that they meet the requirements and qualifications described above.** |
| Qualified women are encouraged to apply.  **Applications should include:**   * **A cover letter,** clearly identifying the “Areas of Expertise” as mentioned in the background section above; * **Updated P11 and Personal CV** , indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references; * **Daily Professional Fee.**   Successful candidates will be included in UNDP RSCA Experts Roster for a period of 5 years, in one of the “bands” indicated above. However, the addition of an individual in the Roster does not guarantee a contract with UNDP.  **Contracting:**   * When a request for services arises, the roster manager shall Contact the individuals included in the specific area of expertise with ToR, location and dates of the assignment seeking confirmation of availability, as well as other costs such as living allowance, travel cost, etc. The daily fee quoted by the individual during this application process shall remain as the ceiling fee and cannot be increased upwards for any offered individual assignment(s); * **Travel: When necessary and approved,** UNDP shall facilitate travel from his/her duty station or from the place of domicile (in the case of home-based) of the individual to the place of assignment (most direct economy fare); * The individual selected for the deployment will be contracted as an Individual Contractor to the UNDP. The Contract template and associated conditions are available at; * The Contract and its terms and conditions are non-negotiable.   **Payment:**  Payment(s) shall be made following certification by the hiring UNDP Office that the services related to each deliverable, as specified in the contract, have been satisfactorily performed and the deliverables have been achieved by or before the due dates specified, if any.  **Other information:**   * This call for experts is not linked to other UNDP rosters or to a specific UNDP recruitment opportunity; * Due to the large number of applications we receive, we are only able to inform the successful candidates about the outcome or status of the selection process; * For any clarifications please write to:- rsca.icroaster@undp.org |