

Terms of Reference for Evaluation Consultant for UN WOMEN's West Africa Sub Regional Office

1. Background and Purpose

The UN Women (United Nations Entity for Gender Equality and Women's Empowerment, formerly UNIFEM) Regional Office for West Africa (WARO) is based in Dakar, Senegal, and works in more than ten countries in West Africa in the following priority areas:

- Women, Governance, Security and Peace
- Economic Security and Rights of Women
- Gender and HIV/AIDS
- Violence against Women.

The purpose of this Terms of Reference is to recruit an independent consultant to conduct an evaluation of UN Women projects funded by the Italian Cooperation in West Africa.

The expected duration of this **SSA contract** is **1 month, from 25 April 2011 to 22 May 2011**, and the consultants will be **based in Dakar, Senegal, with travel to several country offices in the region (Liberia, Sierra Leone, Guinea, Mali and Burkina Faso)**.

2. Evaluation approach

The evaluation will follow the United Nations Evaluation Group (UNEG) Norms and Standards (see <http://www.unevaluation.org/normsandstandards/>), and the principles outlined in the UN WOMEN Evaluation Policy. This implies inter alia that the evaluation must be guided by the principles and goals of women's empowerment and gender equality and the goal of realizing progress on women's human rights as enshrined in the Convention on the Elimination of All Forms of Discrimination against Women (CEDAW).

The evaluation will be intentional and utilization focused. It should follow a participatory and inclusive approach to ensure consensus building, ownership and use of evaluation findings and recommendations by stakeholders. It will be conducted in a transparent, independent, impartial and ethical manner. The design, preparation and conduct of the evaluation should ensure the highest possible quality of the evaluation and strive to make use of new and cutting edge mixed methods for evaluating women's empowerment, gender equality and women's human rights issues.

3. Activities and deliverables for the Consultant

The Consultant, under the overall supervision of the Evaluation Team of UN Women/WARO, will assume the day-to-day responsibility for conducting the evaluation of activities implemented by the UN Women's Sub Regional Office in Dakar, other Country Offices and coordination with all stakeholders involved in the evaluation process. The tasks will include:

- Desk review of documentation at the UN Women's Italian funded projects in West Africa;
- Preparation of an inception report;
- Organize meetings and interviews with internal and external parties;
- Preparation of a draft report with conclusions and recommendations, consultation with stakeholders;
- Preparation of final report for submission to Evaluation Team of UN Women WARO Office.

The evaluation should be conducted in the course of one month (22 working days), including any required travels. The target date for commencement of the assignment is 25 April 2011 and is broken down as follows:

- Day 1-5: Briefing, desk review and submission of inception report
- Day 6-18: Interviews, consultations and inception meeting
- Day 19-21: Drafting report of key conclusions and recommendations
- Day 22: Presentation of draft conclusions and recommendations to stakeholders
- Day 23-24: Finalization and submission of report

4. Evaluation Ethics and Code of Conduct

To ensure the credibility and integrity of the evaluation process and following United Nations Evaluation Group (UNEG) **Ethical Guidelines**, the Consultant will be required to commit to the **Code of Conduct** for Evaluation (see <http://www.unevaluation.org/papersandpubs/>), specifically to the following obligations:

- **Independence**: Evaluators shall ensure that independence of judgment is maintained and that evaluation findings and recommendations are independently presented.
- **Impartiality**: Evaluators shall operate in an impartial and unbiased manner and give a balanced presentation of strengths and weaknesses of the policy, program, project or organizational unit being evaluated.
- **Conflict of Interest**: Evaluators are required to disclose in writing any past experience, which may give rise to a potential conflict of interest, and to deal honestly in resolving any conflict of interest which may arise.
- **Honesty and Integrity**: Evaluators shall show honesty and integrity in their own behavior, negotiating honestly the evaluation costs, tasks, limitations, scope of results likely to be obtained, while accurately presenting their procedures, data and findings and highlighting any limitations or uncertainties of interpretation within the evaluation.
- **Competence**: Evaluators shall accurately represent their level of skills and knowledge and work only within the limits of their professional training and abilities in evaluation, declining assignments for which they do not have the skills and experience to complete successfully.

- **Accountability:** Evaluators are accountable for the completion of the agreed evaluation deliverables within the timeframe and budget agreed, while operating in a cost effective manner.
- **Obligations to Participants:** Evaluators shall respect and protect the rights and welfare of human subjects and communities, in accordance with the UN Universal Declaration of Human Rights and other human rights conventions. Evaluators shall respect differences in culture, local customs, religious beliefs and practices, personal interaction, gender roles, disability, age and ethnicity, while using evaluation instruments appropriate to the cultural setting. Evaluators shall ensure prospective participants are treated as autonomous agents, free to choose whether to participate in the evaluation, while ensuring that the relatively powerless are represented.
- **Confidentiality:** Evaluators shall respect people's right to provide information in confidence and make participants aware of the scope and limits of confidentiality, while ensuring that sensitive information cannot be traced to its source.
- **Avoidance of Harm:** Evaluators shall act to minimize risks and harms to, and burdens on, those participating in the evaluation, without compromising the integrity of the evaluation findings.
- **Accuracy, Completeness and Reliability:** Evaluators have an obligation to ensure that evaluation reports and presentations are accurate, complete and reliable. Evaluators shall explicitly justify judgments, findings and conclusions and show their underlying rationale, so that stakeholders are in a position to assess them.
- **Transparency:** Evaluators shall clearly communicate to stakeholders the purpose of the evaluation, the criteria applied and the intended use of findings. Evaluators shall ensure that stakeholders have a say in shaping the evaluation and shall ensure that all documentation is readily available to and understood by stakeholders.
- **Omissions and wrongdoing:** Where evaluators find evidence of wrong-doing or unethical conduct, they are obliged to report it to the proper oversight authority.

5. Required competencies and skills for the Consultant

- Master's degree related to a social science, preferably including gender studies, development studies, public policy, public administration, evaluation or social research;
- At least 3 years of working experience in evaluation and/or social research, with at least 2 years working with developing countries and a demonstrated understanding of the challenges and opportunities faced by post conflict countries (for the consultants in Sierra Leone and Liberia);
- Strong analytical and research skills with sufficient understanding of survey design, quantitative/qualitative methods and data analysis;
- Experience reviewing projects/programmes of UN agencies (preferably UNDP).
- Familiarity with UN (preferably UNDP) evaluation guidelines and processes is a plus.
- Experience on gender equality and women's empowerment;
- Experience working with the UN and with multi-stakeholders: governments, NGOs, the UN multilateral/bilateral institutions and donor entities;
- Outstanding interpersonal skills, teamwork, and competency to operate in a multi-cultural and diverse environment;
- Public sector management experience in a post-conflict setting is preferred;
- Familiarity with the region and the country are strongly preferred;
- Excellent written and spoken English and proficiency in French;
- Must be available to work immediately.

6. Submission of Applications

Qualified candidates may submit their application, including:

- **a letter of interest, indicating availability**
- **a complete Curriculum Vitae**
- **an updated United Nations Personal History Form (P-11)**

These documents should be sent to suzanne.suh@unwomen.org.

When applying by email, please indicate in the subject line **“Application for Consultant UN WOMEN/WARO”**.

The deadline for application is **9 April 2011**.

Only those candidates that are short-listed for interviews will be notified.

Qualified female candidates are strongly encouraged to apply.