

Terms of Reference

Spanish speaking consultant for evaluation of humanitarian action capacity building initiative

1. Background & Rationale

In early 2015, with funding support from DFID, the Evaluation Office launched an evaluation capacity-development initiative which aimed to strengthen UNICEF's capacity to design, manage and use evaluations of humanitarian action (EHA). This initiative aims to increase staff and partner capacity, allowing UNICEF to better evaluate its work in humanitarian action. As a result, UNICEF will improve its accountability to affected populations, partners, and donors and will have more information about what works and doesn't work to inform decision-making. As of February 2016, the initiative has supported the implementation of EHA countries located with UNICEF's West and Central African region, South Asian region and the Middle East and North African region. This terms of reference is for a Spanish-speaking consultant to assist with the capacity-development initiative in the Latin American and Caribbean region.

2. Scope of Consultancy

The initiative has two components. The first is a series of training workshops delivered at three key stages of the evaluation cycle: the ToR design, the inception stage and the final stage. The consultant will need to translate and deliver pre-existing material at three workshops in Panama for UNICEF staff working in Latin America and the Caribbean and their partners. Each workshop will be three days in length.

Unlike traditional training, the workshops are designed to support participants as they undertake evaluations of their own and their planned evaluations serve as case studies throughout the training. Participants benefit from putting what they have learned into practice immediately. The second component of the initiative is direct support to evaluation managers. The consultant will review EHA terms of reference, inception reports, and final drafts and provide both written and oral feedback to evaluation managers.

3. Expected Outcomes

Through this combination of training workshops at key implementation moments as well as intensive on-going support, the Evaluation Office anticipates that by the end of this programme participating regional and country offices will have the capacity to independently conduct future EHAs and to act as mentors for untrained colleagues seeking support. In addition, several EHAs will be produced as a result of this project. Given the intensive support each evaluation will receive, the evaluations are expected to be of good quality. Ultimately, these evaluations will contribute to UNICEF's learning process and knowledge management regarding its work in humanitarian action.

4. Consultant's Deliverables

Deliverable	Details	Approximate Dates	Number of working days
Workshop Facilitation	Facilitation of Workshop 1 (Panama)	March 29 to 31; 2016	3 days
	Facilitation of Workshop 2 (Panama)	Q3 2016 (exact dates TBD)	3 days
	Facilitation of Workshop 3 (Panama)	Q4 2016 (exact days TBD)	3 days
Written and oral feedback on TORs, inception reports and draft evaluations	Written and oral comments for TORs, inception reports and draft reports for evaluations	Ongoing between March 2016 – March 2017	8 days
			17 working days

5. Reporting

The consultant will be supervised by an Evaluation Specialist in the Evaluation Office, with oversight by the Senior Evaluation Specialist, (humanitarian portfolio).

6. Duration

The consultancy will be undertaken from **March 2016 to March 2017** on a part time basis with **17 working days**.

7. Working Conditions

This consultancy is home based, with travel to Panama during workshop periods. Regular communications and exchanges will be undertaken with the Evaluation Office, UNICEF Regional and country Offices via email, phone or Skype.

8. Required Qualifications

- Experience in managing or conducting evaluations
- Familiarity with UNICEF's work in emergencies
- Experience in delivering trainings/workshops
- Fluent in Spanish
- Strong qualitative and quantitative research skills
- Experience in managing or conducting evaluations of humanitarian action (desirable)

9. How to apply

Please download and complete a Personal History Form (P-11) available here: <http://www.unicef.org/about/employ/files/P11- Unicef .doc> and send to evalofficeapplications@unicef.org with a cover letter, by midnight on **February 29, 2016**.

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