



INTERNATIONAL EVALUATION CONSULTANT (TEAM LEADER)

Location :	Dili, Timor Leste
Application Deadline :	29 February 2012
Additional Category	Millennium Development Goals
Type of Contract :	Individual Contract
Post Level :	International Consultant
Languages Required :	English
Starting Date : (date when the selected candidate is expected to start)	15 March 2012
Duration of the Contract :	65 working days in three stages.

I. Background Information

The MDG Achievement Fund (MDG-F) supported Joint Programme “Supporting Gender Equality and Women’s Rights in Timor-Leste” is supporting the Government of Timor-Leste to improve the protection of girls/women and uphold their rights, to reduce their vulnerability to domestic violence and human trafficking, and to improve their social and economic situation. UNDP, UNFPA, UNICEF, UN Women and IOM are implementing the joint programme in partnership with government agencies, structures at national and district levels, and civil society organizations. In line with the MDG-F Monitoring and Evaluation Strategy, the final evaluation of the joint programme will be conducted before closing of the programme on 15 June 2012. UN Women as lead agency of this joint programme is seeking a qualified International Evaluation Consultant (Team Leader) to conduct the final evaluation. A National Consultant or an International Consultant with knowledge on Timor-Leste will be assigned to assist the International Evaluation Consultant (Team Leader) during his/her in country mission (field visit). The Terms of Reference (ToR) for the final evaluation of the Joint Programme is attached as Annex.

II. Duties and Responsibilities

The International Evaluation Consultant (Team Leader) will work under the overall supervision of the UN Women Country Representative with direct supervision by and collaboration with the Evaluation Reference Group. He/She will supervise the National Consultant or the International Consultant will be assigned to assist him/her during in country mission (field visit).

The consultant is expected to assess and evaluate different dimensions of the joint programme (design, process and results). The evaluation will follow a 3 stage process comprising: (a) the review and analysis of documents and archives and developing an inception report, (b) the conduction of field work (in country mission), and (c) developing a final draft and a final report of the evaluation. The stage a and c can be done from home.

III. Deliverables

- Inception Report (to be submitted within 15 days of the submission of all programme documentation to the evaluation team);
- Draft Final Report (to be submitted within 20 days after the completion of the field visit);
- Final Evaluation Report (to be submitted within 10 days after reception of the comments on the draft final report).

IV. Competencies

The successful candidate will have knowledge, skills and/or experience in the following areas:

- Conceptual and critical thinking as well as analytical skills;
- Conversant in monitoring, evaluation and/or social research methodologies (qualitative/ quantitative);
- Extensive knowledge and analytical skills based on studies, research, experience, or occupation one or more thematic areas of the MDG-F;
- Proficiency in English (written and spoken);
- Knowledge of MDGs, Development Effectiveness (Paris Declaration, Accra Agenda for Action) United Nations and other Multilateral Development Actors as well as bilateral donor processes and interventions;
- Evaluation experience and knowledge within United Nations system will be considered an asset;
- Evaluation experience and knowledge on Timor-Leste will be considered an asset providing that the independence of the evaluator is not compromised;
- Excellent communication skills;
- Computer proficiency.

V. Qualifications and Experience

Qualifications

A master degree or equivalent in international development, public policy, social science, gender studies or related field is a requirement. Further education or a concentration in monitoring and/or evaluation would be an asset.

Experience

A combination of minimum 10 years of recognized expertise in:

- Conducting or managing evaluations, assessments, audits, research or review of development projects, programmes, countries or thematic areas; and
- Having thematic expertise in, gender and women's empowerment, international development programmes and/or assessing or evaluating gender and women's empowerment thematic area.

VI. Documents to be included when submitting application

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

Technical proposal

- (a) Explaining why they are the most suitable for the work (500 words);
- (b) Provide a brief methodology on how they will approach and conduct the evaluation (500 words);
- (c) A current and complete CV in English with indication of 3 references as well as the permanent e-mail and phone contact.

The selection process may require cross check of the previous work experience and expertise. If shortlisted, the applicant may ask to share one or more of his/her previous works to assess competencies and skills of the applicant. UN Women reserves the right to inquire and interview the applicant on their experience and skills and will apply fair and transparent selection process that would take into account the competencies/skills of the applicants. Non-compliance or unsatisfactory delivery of products will be a cause for discontinuation or termination of evaluation assignment.

Financial proposal

UN Women will choose the lump sum approach in evaluating the financial proposals as it clearly links deliverables and payments transferring any unforeseen risks for the completion of the deliverable to the consultant.

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in instalments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the ToR. The financial proposal will include a breakdown of the lump sum amount (including travel, per diems, and number of anticipated working days).

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UN Women should not accept travel costs exceeding those of an economy class ticket. Should the Individual Consultant wish to travel on a higher class he/she should do so using their own resources. In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between UN Women and Individual Consultant, prior to travel and will be reimbursed.

Evaluation of the Proposals

Using the cumulative analysis and weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

- (a) Responsive/compliant/acceptable;
- (b) Having received the highest score for the technical and financial proposals. Technical proposal will carry 70% weight and financial proposal will carry 30% weight. Only candidates obtaining a minimum of 70% points for the technical proposal would be considered for the financial proposal. The evaluation criteria and weights are as follows:

Criteria	Weight	Maximum Point
Technical Proposal		
Technical expertise on evaluation	30%	30
Technical expertise on development and gender and women's empowerment	30%	30
Proficiency in English	15%	15
Knowledge on MDGs, Development Effectiveness and UN Reform (Delivering as One)	10%	10
Past experience or relevant thematic experience and/or knowledge on MDG-F countries	10%	10
Evaluation or relevant thematic experience and/or knowledge within the United Nations system	5%	5
Financial Proposal	30%	30

VII. How to apply

Please send application to: UN Women Country Representative
UN Women Timor-Leste Country Office
UN House, Caicoli St., Dili, Timor-Leste
Tel No: (+670) 3313294
Email: basilio.pereira@unwomen.org, copy to: hr.bangkok@unwomen.org

Deadline for submission: Applications should be received no later than 18.00 Dili time (GMT+0900) on the day indicated in the top box (Application deadline). Applications received after the deadline will not be considered.

Women candidates are strongly encouraged to apply.