



INDIVIDUAL CONSULTANTS – EVALUATION SPECIALISTS

TERMS OF REFERENCE	
Hiring Office:	The Sahel Women Empowerment Demographic Project, Regional Secretariat / UNFPA West & Central Africa Regional Office
Purpose of consultancy:	<p>The Sahel Women Empowerment Demographic Dividend (SWEDD) project's development objective is to increase women and adolescent girls' empowerment and their access to quality reproductive, maternal, child, and new born health services.</p> <p>The first component of the project is to generate demand for RMNCH services by promoting social and behaviour changes and empowering women and girls.</p> <p>Under this component, The Regional Steering Committee is setting up a regional evaluation mechanism to select programmes focused on empowering young women across the six SWEDD countries (Burkina Faso, Chad, Côte d'Ivoire, Mali, Mauritania and Niger).</p> <p>The SWEDD secretariat is therefore seeking to partner with a pool of evaluation experts in the area of Gender, Adolescents & Youth, as well as Sexual & Reproductive Health to help the regional steering committee conduct this process in order to be able to disburse the available funds to the recipient countries by the end of the second quarter of 2016.</p> <p>The consultant's main purpose is to assist SWEDD regional steering committee in the review process of country programme / proposals on Women and Girl Empowerment</p>
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>The Team of consultants will perform the following tasks:</p> <ol style="list-style-type: none"> 1. Be part of the evaluation committee and as such guide the Committee members using the evaluation materials and the Project Operational Manual 2. Take part of the briefing of the evaluation committee and conduct the briefing by using SWEDD templates: Thematic focus on proposals, Rating, Timelines. 3. Act as rapporteur of sub-committee: 4. Present sub committee summary reports ; 5. Gather each evaluation; prepare the pool summary; 6. Finalize presentation to the Review panels 7. Help in preparation of pre evaluation and evaluation workshops
Duration and working schedule:	<p>The consultation period is for 30 working days. The breakdown is as follow:</p> <ul style="list-style-type: none"> • Literature review and Briefing of the team: 5 days • Gather individual evaluations 3 days and Summarize and feed back to committee: 7 days; • Internal validation by the sub-committee and Submission of 1st draft of the evaluation: 3 days; • Harmonize groups evaluation and submit Final draft: 2 days • Pre-evaluation meeting: 5 days • Evaluation meeting: 5 days
Place where services are to be delivered:	<ul style="list-style-type: none"> • The initial meeting will take place in Dakar by VC and consultant will attend from their home countries in May 2016 • Evaluations will be home based, • Travel to Dakar for pre-evaluation and evaluation meetings • This mission will need and excellent internet connection system, and access to visio conference facilities

<p>Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.</p> <p>Monitoring and progress control, including reporting requirements, periodicity format and deadline:</p>	<table border="1"> <thead> <tr> <th>Deliverables</th> <th>Deadline</th> <th>Responsible,</th> </tr> </thead> <tbody> <tr> <td>Notification of approved country proposals</td> <td>20 of June</td> <td>Sub-committee Chair person: Mali and Côte d'Ivoire</td> </tr> <tr> <td>Notification of proposals pending clarifications</td> <td>20 of June</td> <td>Sub-committee Chair person: Mali and Côte d'Ivoire</td> </tr> <tr> <td>Notification of not accepted proposals</td> <td>20 of June</td> <td>Chair person Côte d'Ivoire: Mali and</td> </tr> <tr> <td>Mission report</td> <td>30 of June</td> <td>Consultants</td> </tr> </tbody> </table>	Deliverables	Deadline	Responsible,	Notification of approved country proposals	20 of June	Sub-committee Chair person: Mali and Côte d'Ivoire	Notification of proposals pending clarifications	20 of June	Sub-committee Chair person: Mali and Côte d'Ivoire	Notification of not accepted proposals	20 of June	Chair person Côte d'Ivoire: Mali and	Mission report	30 of June	Consultants
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Supervisory arrangements:	The team will be on the supervised by the Regional Steering Team Coordinator. Each country team will closely work on the guidance of SWEDD Countries Representations															
Expected travel:	Travel to Dakar : average 10 days															
Required expertise, qualifications and competencies, including language requirements:	<p>A team of 4 consultants will be hired to assist the process with the following expertise: 2 in gender experts; 2 in Adolescent and youth reproductive health programme</p> <p>The mixed expertise areas are (economic empowerment for in and out of school girls, schooling programmes, comprehensive sexual education, programme targeting root causes of school withdrawal of adolescent girls, child marriage, teenagers pregnancies, economic empowerment).</p> <p>With excellent knowledge on gender and women empowerment programs in the Sahel region. More than 10 years experience in similar programs. Fluency in French and English. Excellent communication, both verbal and written. Prior experience in an evaluation is an asset.</p>															
Other relevant information or special conditions, if any:	All travel arrangements, DSA, TA, and security would be accorded to UNFPA procedures (security training and security clearance before trip, and security briefing upon arrival) SWEDD secretariat and WCARO would provide technical documentation.															
<p>How to Apply: Please send your CV, p11 and 2 references to unfpa.wcaro.recruitment@unfpa.org by 13 March 2016. Please make reference to "evaluation specialist" in the email subject line.</p> <p>You may download the p11 form here: http://www.unfpa.org/resources/p11-un-personal-history-form</p>																