TERMS OF REFERENCE – INDIVIDUAL CONSULTANTS
(NATIONAL EVALUATOR)

<table>
<thead>
<tr>
<th>TITLE/PURPOSE</th>
<th>To contribute to a programme evaluation of UNICEF’s work on “Protecting Children on the Move in the Horn of Africa”</th>
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<tbody>
<tr>
<td>RECRUITING OFFICERS</td>
<td>Evaluation Specialist, UNICEF Evaluation Office</td>
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<td>CONTRACT MODALITY</td>
<td>Individual consultancy</td>
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<tr>
<td>LOCATION OF ASSIGNMENT</td>
<td>Home-based in Ethiopia, with potential travel to one or two project sites (Amhara, Oromia, SNNPR, Addis Ababa) in September/October 2020, situation permitting</td>
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<tr>
<td>LANGUAGE(S) REQUIRED</td>
<td>Fluency in English and Amharic/Oromo</td>
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<td>DURATION OF CONTRACT</td>
<td>45 days, spread over a period of 6 months (May-October 2020)</td>
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I Introduction

UNICEF’S Evaluation Office is commissioning a formative evaluation to examine the relevance, efficiency, effectiveness, sustainability and coherence of a programme to better understand and respond to the particular vulnerabilities of children on the move in the Horn of Africa region.

In this context, the Evaluation Office seeks an Ethiopian National Evaluator with deep commitment and relevant professional experience (at least 8 years of experience conducting evaluations), to locally support the data collection and analysis phases of the evaluation. In consideration of the COVID-19 pandemic, and to ensure the safety and well-being of evaluators, the UNICEF Evaluation Office is seeking an individual with the proven capacity for flexible and remote work arrangements.

II Background and Rationale

The umbrella term “children on the move” refers to girls and boys moving for a variety of reasons, voluntarily or involuntarily, in a documented or undocumented manner, within or between countries, with or without their parents or other primary caregivers, and whose movement, while it may open up opportunities, might also place them at risk (or at an increased risk) of economic or sexual exploitation, abuse, neglect or violence. It includes children whose movement involves smuggling or trafficking networks.

The Children on the Move (COTM) programme to be evaluated is part of a larger collaboration between the UK Department for International Development (DFID) and UNICEF, known as the

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Ending Violence, Abuse and Exploitation of Children (EVAEC) programme. Through this collaboration, DFID provides funding over three years to prevent and respond to violence, abuse and exploitation of children. One third of the funds are earmarked for advocacy and alliance building through the Global Partnership to End Violence Against Children (End Violence) while the remaining two thirds are reserved for hands-on initiatives in support of children on the move in Somalia (Somaliland and Puntland), Sudan and Ethiopia. It is this latter component that will be subject to the evaluation. Further information can be found in the Evaluation Concept Note and COTM programme document and results framework.

III Purpose and Objectives of the Evaluation

The purpose of the evaluation is twofold: First and foremost, the evaluation will be a global public good informing the child protection sector, contributing to learning and knowledge exchange on what works for strengthening child protection systems for children on the move. Within UNICEF, it will inform strategy development, design and implementation of future UNICEF initiatives in the realm of protecting children on the move from violence, exploitation and abuse. A secondary objective is to contribute to UNICEF’s accountability for its performance and results. Depending on the maturity of programme implementation, this may not be fully feasible in all settings. The evaluation will contextualise why countries have taken different approaches to work towards expected results.

IV Evaluation Team, Management and Governance Arrangements

The National Evaluator(s) will be working under the supervision of the International Consultant assigned to the country in question. Given the COVID-19 pandemic, the data collection mission to Ethiopia has been cancelled; i.e. the International Consultant will not travel, and the National Consultant will be asked to work remotely, at least over the months May through August 2020. The Evaluation Office will monitor developments and adapt work protocols should site-visits be possible in September/October. The evaluation is managed from UNICEF’s Evaluation Office by an Evaluation Specialist under the supervision of a Senior Evaluation Specialist. The advisory organs for the evaluation are the Evaluation Reference Group, bringing together eight UNICEF advisors from headquarters and regional offices and two DFID advisors, and the Evaluation Steering Group composed of representatives from the concerned UNICEF Country Offices, NYHQ Programme Division and Evaluation Office.
V Key Responsibilities

The National Evaluator will locally support data collection and analysis. She/he will provide contextual knowledge and expertise to all aspects of the evaluation and have the following key responsibilities:

Data collection and analysis
Collect and analyze data in accordance with the overall evaluation approach, plan and timeline; specifically:

- Lead on national language document review for respective country; summarise (in English) key points in any relevant national language document
- Ensure that full contact details of key informants are available and interviews set up; and that interview questions are translated into the national language(s) as needed;
- Remotely conduct key informant interviews, alone or jointly with the International Consultant, e.g. via Zoom/Skype or over the phone;
- Support the administration of an online survey as a common data collection method across countries;
- Circumstances permitting, conduct site-visits and focus group discussions in September/October;
- Ensure consistent recording of interview/focus group data according to the agreed templates;
- Follow up with key informants on documentation they offered to provide and names/contact details of other interviewees they identified;
- Manage and keep updated the knowledge sharing platform for the country case study, uploading all relevant documentation and files into corresponding folders, highlighting/including key points from any relevant national language policy document/report;
- Assemble folder on background reading on respective country and record or inform/highlight any emerging key observations;
- Support on following up on filling data gaps/collecting missing data;
- Participate in data analysis efforts; in particular populate a triangulation matrix for the country case study with a view to generating findings;
- Perform other related duties and assignments as and when required.

Managerial: Interview preparation, conduct and follow-up

- Liaise with the International Evaluator and UNICEF Country Office (CO) Focal Point (FP) to set up interviews, and possibly site-visits/focus group discussions;
- Monitor for any issues that may hinder the process of data collection and address them in consultation with the Evaluation Team and the UNICEF CO FP;
- Provide any additional support needed to ensure the evaluation team has access to the key informants and information required;
- Perform other related duties and assignments as and when required.

VI Results/Deliverables and Timeframe
The level of effort is estimated at 45 days per National Evaluator. Expected deliverables are as follows:

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<th>Deliverable</th>
<th>Duration</th>
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<tr>
<td>Document review: 10 days</td>
<td>ongoing</td>
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<td>Setting up key informant interviews: 3 days</td>
<td>May 2020</td>
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<tr>
<td>Conducting and recording remote interviews: 10 days</td>
<td>May 2020</td>
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<tr>
<td>Supporting data collection through online survey: 3 days</td>
<td>June 2020</td>
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<tr>
<td>Site visits and focus group discussions (TBD): 8 days</td>
<td>September/October 2020</td>
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<td>Contributing to data analysis: 4 days</td>
<td>July/August 2020</td>
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VII Qualifications

The National Evaluator should offer the following:
- A university degree in the social sciences or a relevant field;
- Significant experience in conducting programme evaluations for international development actors (at least 8 years);
- Ability to organise and conduct interviews at different administrative levels (Kebele, Woreda, and with representative of regional government or national government);
- Experience in independently and accurately reflecting the view of those interviewed without bias;
- Strong documented data collection and analysis skills;
- Familiarity with child protection and/or migration-related issues;
- Experience in ethically involving children (adolescents) and caregivers/community members in evidence generation activities;
- Ability to work remotely and effectively in a team and ability to produce quality work under limited guidance and supervision;
- Commitment and willingness to work in a challenging environment/under challenging circumstances;
- Good communication and people skills; ability to express ideas and concepts concisely and clearly in written and oral form;
- Prior experience with UNICEF or the United Nations is an asset;
- Language proficiency: Fluency in English and Amharic/Oromo.
- Ability to adapt to a changing work environment.

Former UNICEF staff or consultants who have worked on Child Protection programming in country will be considered for this position only if (1) they meet technical qualifications and if (2) no conflict of interest exists, i.e. they have not been involved in designing or implementing the programme under scrutiny. Any prior involvement with UNICEF must be declared in the application.

VIII How to apply

Applications must be sent by 24 April, 2020 11.59 pm EAT.

Applications must include:
• CV, which should include up-to-date contact details of at least three reference persons or P-11 form, which can be downloaded from: http://www.unicef.org/about/employ/files/P11.doc.
• Cover letter with the following information:
  - Description of the applicant’s interest and relevant qualification/work experience for this assignment;
  - A financial offer, with a single comprehensive daily rate in USD. Applications submitted without this rate will not be considered.

Only shortlisted candidates will be contacted.