**TERMS OF REFERENCE**

**YOUNG AND EMERGING EVALUATOR TO SUPPORT UNFPA TUNISIA COUNTRY OFFICE**

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| Hiring Office: | UNFPA Tunisia Country Office |
| Background and purpose of consultancy: | The United Nations Population Fund (UNFPA) is the United Nations sexual and reproductive health agency. Its mission is to deliver a world where every pregnancy is wanted, every childbirth is safe and every young person’s potential is fulfilled. Within the framework of the Sustainable Development Goals and the Programme of Action of the International Conference on Population and Development (ICPD), UNFPA is working towards three transformative results: (i) zero preventable maternal deaths; (ii) zero unmet need for family planning; and (iii) zero gender-based violence and harmful practices, including female genital mutilation and child, early and forced marriage.  The UNFPA Tunisia Country Office (CO) is currently implementing the 10th Country Programme (CP) (2021-2025) with the Government of Tunisia and other partners. The UNFPA Tunisia CO seeks to achieve results in the following thematic areas of programming under the CP: sexual and reproductive health and rights; adolescents and youth; gender equality and women’s empowerment; and population dynamics.  The UNFPA Monitoring and Evaluation policies (including the 2024 UNFPA Evaluation Policy) encourages country offices to plan, conduct, and use monitoring activities to inform the programme implementation, and to conduct country programme evaluations (CPEs) for every programme cycle and, as a minimum, every two cycles. As such, UNFPA Tunisia CO will be undertaking a CPE to provide an independent assessment of the performance of its 10th Country Programme covering 2021-2025 and offer an analysis of various facilitating and constraining factors influencing programme delivery and the achievement of intended results. The CPE will also draw conclusions and provide a set of actionable recommendations for the next programme cycle.  In this regard, UNFPA Tunisia is seeking to hire a young and emerging evaluator (YEE) to provide support to the monitoring and evaluation function of the CO, particularly the CPE process to be initiated in 2024. |
| Scope of work:  *(Description of services, activities, or outputs)* | The young and emerging evaluator will be involved in the monitoring and evaluation function at the country level, including the different phases of the CPE (Preparation, Design, Field, Reporting and Dissemination and Facilitation of use) as described in the UNFPA Evaluation handbook.  The YEE is expected to perform a variety of tasks under the guidance and supervision of the Tunisia CO Monitoring and Evaluation Focal Point, who also acts as the CPE manager. These include:   * Support the CPE manager in completing key tasks involving : drafting notes, data management, desk review of relevant documents, communication with the key stakeholders, organizing meetings, and organizing logistics related to the implementation of CPE activities; * Support the preparation of PowerPoint presentations, graphs, tables and diagrams; * Support data collection in the field; * Contribute to data analysis; * Support key dissemination activities of evaluation results (e.g., presentation of the results evaluation to key stakeholders). * Perform other tasks in support to the CO routine monitoring and evaluation function; * Carries out any other duties as may be required by Head of Office. |
| Duration, working schedule, and conditions: | The consultancy will be for a duration of 6 months from 20th February 2024 to 20th August 2024.  The consultant will be expected to work in alignment with UNFPA Tunisia CO working hours.  Consultancy fees will be determined according to the United Nations Scale for National Consultancies in Tunisia in the local currency. |
| Place where services are to be delivered: | The YEE is expected to work in the UNFPA Tunisia CO, located in Tunis, Tunisia. Applicants who are not Tunisian citizens must be resident in Tunisia and/or have a valid work permit to work in the country. |
| Supervisory arrangements: | The YEE will work under the supervision of and will report to the Tunisia CO Monitoring and Evaluation Officer, acting as the CPE Manager.  The YEE will work in collaboration with the UNFPA Tunisia team, and in close collaboration with the Evaluation Team and the Evaluation Team Leader.  The Monitoring and Evaluation Officer/CPE Manager will manage and monitor the progress of the responsibilities and payments will be released upon their approval. |
| Expected travel: | Travel will be determined based on needs identified notably during the fieldwork (data collection) phase of the CPE. |
| Required expertise, qualifications and competencies, including language requirements: | The young and emerging evaluator is **under 35 years of age** and is expected to meet the following minimum qualifications:   1. **Education**  * Bachelor’s degree in development studies, population studies, economics, monitoring and evaluation, social sciences, public health, or any other relevant discipline; * Certificate in evaluation or equivalent qualification;  1. **Knowledge and experience:**  * Less than 5 years of work experience in monitoring and evaluation, research or social studies in the field of international development, with a minimum of 2 years of relevant work experience considered as an asset ; * Excellent analytical and problem-solving skills; * Demonstrated ability to work in a team; * Strong organizational skills, communication skills and writing skills; * Good knowledge of the mandate and activities of UNFPA or other United Nations organizations will be an advantage; * Keen interest to improve as a professionally competent evaluator within the framework of the national evaluation capacity of the country;  1. **Other competencies:**  * Good command of information and communication technology and data visualization tools; * Fluency in French and English at a professional level (written and spoken) is mandatory * Knowledge of Arabic is strongly desired. |
| Application submission | Interested applicants are requested to submit their application containing:   1. An updated copy of the curriculum vitae (CV) and a duly completed [P11 UN Personal History Form](https://www.unfpa.org/resources/p11-un-personal-history-form); 2. Cover letter indicating the candidate’s motivation for this consultancy as well as relevant expertise and experience. 3. Names and contact information of three references;   Applications must be sent to [tunisia.office@unfpa.org](mailto:tunisia.office@unfpa.org) with the email subject “YEE application” by no later than **February 18, 2024, 23:59, Tunis local time (UCT+01:00)**   * Applicants who fail to submit the required documents above by the deadline will not be considered for review. * ONLY individuals, not companies, are eligible to apply. |
| Signature of Requesting Officer in Hiring Office: Inès Boughzala  Date: 06/02/2023 | |