



International Civil Aviation Organization Individual Consultant (IC) Vacancy Notice

POSITION INFORMATION

Post Title:	Evaluation Consultant	IC Vacancy Notice:	2018/21/IC
Level:	Expert	Posting Period:	12 to 25 March 2018
Duty Station:	Home-based with mission travel	Date for entry on duty:	16 April 2018

THE ORGANIZATIONAL SETTING

The International Civil Aviation Organization (ICAO) is the United Nations (UN) designated entity for addressing environmental issues related to international civil aviation. Part of its mandate is to make available to developing States the requisite technical and financial assistance essential for the reduction of emissions from international aviation.

ICAO in cooperation with the United Nations Development Programme (UNDP), with the financial support from the Global Environment Facility (GEF), are implementing a project *“Transforming the Global Aviation Sector: Emissions Reductions from International Aviation”* to support capacity building in developing States and Small Island Developing States (SIDS) for reducing CO₂ emissions from international civil aviation. GEF Contribution totals USD 1,950,000.

The project comprises four components, namely: 1) identification of low emissions aviation measures in developing States and SIDS; 2) support to developing States and SIDS to strengthen their national capacities and to improve their national processes and mechanisms for the reduction of aviation emissions; 3) establishment of a technical support platform for the implementation of low emissions measures; and 4) demonstration of low emissions aviation measures in developing States and SIDS, specifically the implementation of a renewable energy pilot project for aviation that can be replicated by other States.

The Air Transport Bureau (ATB)/ Environment (ENV) is responsible for overseeing this project and ensuring that the programme and implementation activities meet the various UN regulations and also the fiduciary standards of the GEF.

ICAO is currently looking to recruit an Evaluation Consultant who will work under the guidance of the Deputy Director, Environment (DD/ENV) and in close coordination with the Project Manager for *“Transforming the Global Aviation Sector: Emissions Reductions from International Aviation”* project and relevant ICAO Environment officers. In accordance with UNDP and GEF Monitoring & Evaluation policies and procedures, this project is required to undergo a terminal evaluation (TE) upon completion of implementation. The TE will be conducted according to the guidance, rules and procedures established by UNDP and GEF as reflected in the [Guidance for Conducting Terminal Evaluations of UNDP-supported, GEF-financed Projects](#) as well as the [ICAO Evaluation policy](#).

The objectives of the evaluation are to assess the achievement of project results, and to draw lessons that can both improve the sustainability of benefits from this project, and aid in the overall enhancement of programming and implementation of similar projects. The evaluation will cover all outcomes of the *“Transforming the Global Aviation Sector: Emissions Reductions from International Aviation”* project, with particular attention to synergies across outcomes. The evaluation will assess all activities and results since the start of the project.

MAJOR DUTIES AND RESPONSIBILITIES

The evaluator will assess the project, conduct analysis of the findings, and produce an evaluation report with practical recommendations. S/he is expected to frame this evaluation effort using the criteria of **relevance, effectiveness, efficiency, sustainability, and impact**, as defined and explained in the [Guidance for Conducting Terminal Evaluations of UNDP-supported, GEF-financed Projects](#). A set of questions covering each of these criteria have been drafted and are included with this TOR ([Annex C](#)).

All the Annexes pertaining to major duties and responsibilities below are accessible via the following [link](#).

Function 1 (Incl. Expected Results)

Drafts Inception report, clarifies and designs the evaluation method, timing and tools.

The Inception report must provide evidence-based information that is credible, reliable and useful, and comply with guidelines outlined in the [Guidance for Conducting Terminal Evaluations of UNDP-supported, GEF-financed Projects](#). The evaluator is expected to follow a participatory and consultative approach ensuring close engagement with relevant ICAO entities, UNDP, project team, UNDP GEF Technical Adviser and key stakeholders in Jamaica. The evaluator will:

- Prepare the Inception report in which s/he will provide clarification on the method and timing of the evaluation;
- Design evaluation data collection tools;

Function 2 (Incl. Expected Results)

Collects and analyses data for the evaluation.

The evaluator will review all relevant sources of information, such as the project document, project reports – including Annual Project Reports, project budget revisions, progress reports, GEF focal area tracking tools, project files, national strategic and legal documents, and any other materials that the evaluator considers useful for this evidence-based assessment. A list of documents that the project team will provide to the evaluator for review is included in [Annex B](#) of this Terms of Reference. The evaluator will:

- Perform data collection (such as, but not limited to, interviews of key informants and desk research);
- Analyse data and perform technical quality assurance of the interpretation of the results of such analyses;

Function 3 (Incl. Expected Results)

Undertakes evaluation mission, prepares and presents results.

The evaluator is expected to conduct a field mission to Jamaica and Canada to conduct the necessary interviews, including the following project sites: ICAO Headquarters in Montreal, Canada and Norman Manley International Airport, Kingston, Jamaica. Communication with the project site at Sangster International Airport, Montego-Bay, Jamaica will take place remotely. The evaluator will:

- Conduct the Evaluation Mission to ICAO Headquarters in Montreal, Canada and to Kingston, Jamaica;
- Prepare and present Initial Findings in the format of a Power Point Presentation/ Briefing to ICAO and UNDP staff;

Function 4 (Incl. Expected Results)

Develop conclusions and actionable recommendations and draft Evaluation Report.

An assessment of project performance will be carried out, based against project and targets set out in the Project Logical Framework/Results Framework (see [Annex A](#)), which provides performance and impact indicators for project implementation along with their corresponding means of verification. The completed table must be included in the evaluation executive summary. The obligatory rating scales are included in [Annex D](#). Ratings must be provided on the performance criteria attached [here](#). The completed table must be included in the evaluation executive summary

The Evaluation will assess the key financial aspects of the project, including the extent of co-financing planned and realized. Project cost and funding data will be required, including annual expenditures. Variances between planned and actual expenditures will need to be assessed and explained. The evaluator will receive assistance from the Project Team to obtain financial data in order to complete the co-financing table attached [here](#), which will be included in the terminal evaluation report. The evaluator will:

- Collect and analyse comments received during the briefing;
- Formulate detailed findings, conclusions and actionable recommendations in the form of the Report;
- Submit final Evaluation Report following the template for the evaluation report provided in the [Guidance for Conducting Terminal Evaluations of UNDP-supported, GEF-financed Projects](#)

Function 5 (Incl. Expected Results)

Performs other duties, as assigned.

QUALIFICATIONS AND EXPERIENCE

Education

Essential

An advanced level university degree (Masters' degree or equivalent) in social sciences, public administration, international development studies, law or other related areas is required. A first-level university degree in combination with additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Professional Experience

Essential

The consultant shall have prior experience in evaluating similar projects. The evaluator selected should not have participated in the project preparation and/or implementation and should not have conflict of interest with project related activities.

The evaluator must present the following qualifications:

- At least seven years of relevant professional experience conducting complex project evaluations in the UN System, preferably UNDP-supported projects;
- Experience with projects in the area of aviation and/or environment.
- Experience in using United Nations Evaluation Group (UNEG) norms and standards for evaluation;
- Experience in formulating evaluation findings and conclusions based on a solid methodology and reliable data analysis, assessing issues such as relevance, effectiveness, efficiency, impact and sustainability of policies, programmes, projects and activities against established plans and objectives;
- Experience in producing clear reports on evaluation results, adequately addressing the information needs of stakeholders;
- Ability to formulate concrete recommendations that are practical to implement;
- Good communication and analytical skills.

Desirable

- Experience with GEF financed projects is an advantage.

Language

Essential

- Fluent reading, writing and speaking abilities in English.

Desirable

- A working knowledge of a second language of the Organization (Arabic, Chinese, French, Russian, or Spanish).

CONDITIONS OF EMPLOYMENT

The selected consultant is expected to be employed within the period of 3 April 2018 to 3 July 2018.

A lump sum of USD 29,000 will be paid in three instalments: 10% upon submission and approval of the Inception Report, 40% following submission and approval of the 1st Draft Evaluation Report and 50% following submission and approval of the Final Evaluation Report.

All expenses related to this evaluation, including, but not limited to: airfare to/from Montreal, Canada and Kingston, Jamaica, hotel and meals, communications and incidentals are the responsibility of the consultant.

Duration of the Assignment and Deliverables

The consultant will be required to provide the Inception Report no later than 2 weeks before the evaluation mission (by 4 May 2018) in which s/he will provide clarifications on timing and the method of evaluation. The evaluation mission will take place during the fifth week after the entry on duty (14 May 2018 – 18 May 2018), the evaluator will need to submit a presentation of initial findings at the end of the mission. Furthermore, the evaluator will need to submit a Draft Evaluation Report (as per outline in [Annex F](#)) with annexes within 3 weeks after the evaluation mission (by 8 June 2018). Within 1 week of receiving ICAO comments on draft, a revised Final Evaluation Report* will need to be submitted to ICAO and UNDP for uploading to UNDP ERC (by 6 July 2018).

*When submitting the final evaluation report, the evaluator is required also to provide an 'audit trail' ([Annex H](#)), detailing how all received comments have (and have not) been addressed in the final evaluation report.

Evaluator Ethics

Evaluation consultants will be held to the highest ethical standards and are required to sign a Code of Conduct ([Annex E](#)) upon acceptance of the assignment. This Evaluation shall be conducted in accordance with the principles outlined in the [UNEG 'Ethical Guidelines for Evaluations'](#)

HOW TO APPLY

Interested candidates must complete an on-line application form. To apply, please visit ICAO's e-Recruitment website at: <https://careers-new.icao.int>

NOTICE TO CANDIDATES

ICAO does NOT charge any fees or request money from candidates at any stage of the selection process, nor does it concern itself with bank account details of applicants. Requests of this nature allegedly made on behalf of ICAO are fraudulent and should be disregarded.