Organization: UNDP-YEM

Post Title: Evaluation External Consultant

Duty Station: YEMEN

Duration: 30 working days starting September 1, 2013.

Nationality: Yemeni

 **A. Background**:

The project aims to socially and economically empower disadvantaged youth and women in market oriented technical, entrepreneurial and managerial skills, confidence building and empowering skills necessary to improve their access to productive resources and sustainable earning potential. Training will be systematically linked and integrated with other complementary interventions such as access to markets, appropriate technology, microfinance, entrepreneurship development and follow up technical assistance and advisory services. The project adopts a comprehensive, market driven, gender responsive and community-based strategy. It involves strategic partnerships with local authorities, Local Councils, religious leaders, NGOs, private sector, and relevant institutions, and contributes to strengthening their capacity as responsible service providers, facilitators and advocacy actors.

1. **Reporting System:**

The Evaluation External Consultant will work under the supervision of the UNDP Country office Management and Head of Advisory Unit

**- Objectives of the duty:**

UNDP is hiring an External Consultant who will conduct a mid-term evaluation of the project and support it's upscaling strategic planning.

**C. Duties & Responsibilities:**

* Assess the results and achievements of the project in the period June 2012 to July 2013. In particular, the mission should focus on the following aspects:
* Assess whether the project has produced its outputs effectively and efficiently and identify the major factors which have facilitated or impeded the progress of the programme in achieving its goal and desired results.
* Review project achievements which have been made beyond the original scope of the project and assess the project achievements which have been initiated and started by the project.
* Determine the effect of the project on target groups, and in particular the quality, usefulness and sustainability of the project’s achievements and outputs.
* Assess the possibility, effectiveness and usefulness of replicating and upscaling project’s interventions
* Determine the degree of support given by the Government of Yemen (GOY) in integrating the project objectives and goals into the national development programmes and other related projects.
* Assess whether GOY’s inputs, at national and local level, were sufficient and how they should be improved.
* Assess the contribution of the UNDP Country Office and the role it has played in promoting and facilitating the implementation of the project.
* Review the effectiveness of the approach used to produce the project results. In particular, the mission should focus on the following aspects:
* Review the management structure of the project and determine whether the structure of the project, the resource, the distribution of responsibilities and coordination mechanisms were appropriate for the achievement of project objectives.
* Assess the project interventions to integrate gender sensitivity.

#### Assess the support and roles of teams at project management level.

* Assess the views of the direct beneficiaries.
* To the extent possible, the mission will collect the views and impressions of beneficiaries
* Partnership Strategy/Visibility:
* Effective of partnerships among parties involved in implementation of the project such as national entities, donors, Implementing partners, cooperating partners/counterparts
* Assess project management efforts in fostering partnership with other actors including the private sector
* Lessons learned and mean to improve partnership amongst the involved actors.
* Strategies of ensuring visibility of and rooms for enhancement
* Sustainability aspects of the project
* Review approach for employment generation in Yemen targeting youth and actions taken by the project to involve national counterparts and beneficiaries and build technical and management capacities to contribute to the Transition Plan.
* Assess to what extent the project managed to build national ownership.
* Assess the involvement of different stakeholders and inter-linkages and their interactions.

#### Assess the impact of the project on the main beneficiaries, policies and the physical environment, etc.

#### To the extent possible highlight linkages (direct or indirect with other government or donor supported projects)

* Assess involvement of State and non-State actors and their willingness/plan in up scaling of employment generation scheme on short, medium and long term.
* Findings and lessons learned

#### Produce, as logically and objectively as possible, significant conclusions that are extracted from the evaluation in terms of project overall goals, approach, relevance, performance, success, failure, strengths, and weaknesses.

#### Identify the main lessons learned during implementation, identify the major impediments encountered and make specific recommendations to address these findings.

* Recommendations

#### The consultant is expected to outline the recommendations for corrective actions by the parties involved. The recommendations must be objective, realistic, practical, understandable, and forward looking.

#### The recommendations have to be logically linked to the findings and assumptions that were based on.

#### Each recommendation has to bear its impact on the improvement of project performance and accomplishments of its objectives.

#### The consultant has to classify the recommendations into categories, if possible, by order of importance.

#### Recommend realistic duration for implementation of remaining project activities.

The mission will furthermore include approx. 10 working days to support the project in preparing project proposals to be submitted to potential donors. This includes writing of concept notes, log frames and budgets.

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| # | Description | Duration | Location | Percentage |
| 1 | Evaluation inception report or presentation based on the TOR containing methodology, evaluation questions, proposed sources of data, and data collection procedures. | 1 day home-based | Home-based | 10% |
| 2 | Desk review (All relevant documents are reviewed).Evaluation criteria and questions are completed. | 2-3 working days home-based (Depends on the number/size of documents need to be reviewed) | Home-based | 15% |
| 3 | Interview questionnaires developed.Interviews with various stakeholders conducted.Interview / focus group question guide for beneficiaries developed.Interviews/focus group sessions with beneficiaries conducted.Field visits (observation and interviews) conducted. Continuous discussions with the national expert are undertaken.  | 7 days in Yemen | YEMEN | 20% |
| 4 | A first draft of the evaluation results, including findings/ recommendations that should be considered in any next phase of the project. |  6 working days home-based | Home-based | 10% |
| 5 | Final evaluation report: the report should include the following sections: * Title page
* List of acronyms and abbreviations
* Table of contents, including list of annexes
* Executive summary
* Introduction: background and context of the programme
* Description of the project – its logic theory, results framework and external factors likely to affect success
* Purpose of the evaluation; key questions and scope of the evaluation with information on limitations and de-limitations
* Approach and methodology
* Findings; summary and explanation of findings and interpretations
* Conclusions and recommendations; lessons learned.
* Annexes
 | 3 working days home-based | Home-based | 15% |
| 6 | Debriefing meeting on evaluation results with stakeholders (if applicable) | 1 day | YEMEN | 10% |
| 7 | Support provided to the project with resource mobilization (Yemen): 3 concept notes, proposals and budgets produced | 10 days | YEMEN | 30% |

**D. Deliverables:**

The Evaluation External Consultant will work under the guidance and supervision of the UNDP Country office Management and Head of Advisory Unit. He/She will work in close coordination with the YEPP CTA. . She/he will be responsible for conducting the project's mid-term evaluation and to support the project in its resource mobilization.

**F. Qualifications:**

-Hold an advance degree in Business Management or any other relevant field.

- More than 5 years’ experience in project and programme evaluation, preferably with UNDP or other United Nations agencies and major donors;

**G. Experience:**

- Proven and solid experience of Evaluation.

- Professional Technical knowledge on youth employment with international organizations including UN bodies is an asset.

- Good experience in IT, with Excel in particular.

**H. Language Requirements:**

* Usage of English and Arabic is required

**I. Competencies:**

* Excellent evaluation and report writing skills;
* Excellent communication and management skills to work with the private sector, government institutions, NGOs, and development partners.
* The ability to solve problems and take the appropriate decision
* Proficiency in computer software application, report preparation, and data management
* Hardworking, commitment, ability to communicate and self- motivated person
* Good interpersonal Skills

**K. Evaluation:**

The selection shall be made on technical and financial evaluation. Only candidates obtaining a minimum of 70% of the technical score weight on technical evaluation only would be considered for the financial evaluation and further selection process.

Evaluation shall be based on the following criteria:

**Technical assessment:**

* Proven experience in the related field
* Relevant area of education
* Possessing the required skills mentioned in the tor
* Relevant education/training

**Financial: 30%**

Interested individuals must upload the following documents/information in a single Document to demonstrate their qualifications, in the next page:

* A one page proposal explaining why they are the most suitable for the work
* Personal CV including past experience in similar projects including at least 3 references (email and phone of referees to be provided)
* Financial Proposal - specifying a total Lump Sum Amount for the tasks specified in this announcement. The financial proposal shall include a breakdown of this lump sum amount.
* Personnel Cost (professional fees, life insurance, Medical Insurance, Communications, Land transportation…)