

TERMS OF REFERENCE

Consultant for Technical Support: Evaluation and Research – UNICEF TCO

CONTRACT MODALITY Individual Consultancy

DUTY STATION Bangkok, Thailand (remote)

DURATION OF CONTRACT 11 months

Purpose of Assignment

To provide technical and coordination support to the UNICEF Thailand Country Office in the planning, management, quality assurance and use of research and evaluation, ensuring these are designed and implemented in line with UNICEF and UNEG norms and standards, and that findings inform programmes and policy decisions for children in Thailand. evidence generation, including planning, management, conduct and reporting.

Scope of Work

The consultant will provide technical and coordination support to the Country Office across the following areas:

a. Evaluation planning, management, quality assurance:

- Support implementation and periodic updating of the Country Office's Integrated Monitoring, Evaluation and Research Plan (IMEP) / Costed Evaluation Plan, in consultation with the PMR Chief, programme sections and the Regional Evaluation Advisor.
- Support evaluability assessments and the development of high-quality evaluation Terms of Reference and designs.
- Provide day-to-day oversight of ongoing evaluations — including the Zero Dropout evaluation, Youth Not in Education, Employment or Training evaluation and the Evaluation of UNICEF Thailand's Evidence-to-Policy Pipeline, among other assignments in the portfolio — scoping the evaluations, reviewing deliverables for quality, managing governance arrangements, liaising with evaluation teams and government counterparts, and facilitating learning workshops to present findings and recommendations.
- Maintain evaluation records in EISI and support preparation of management responses and tracking of follow-up actions.
- Ensure evaluations and research supported by the Office meet UNICEF and UNEG norms and standards, and applicable ethical and ethical-review requirements.

b. Research planning, management, and quality assurance:

- Provide technical support to programme sections in designing and scoping research, studies and assessments, ensuring methodological soundness and alignment with UNICEF Policy on Ethics in Evidence Activities.
- Support development of Terms of Reference and recruitment of consultants/institutions for research activities and provide quality assurance of research outputs and deliverables.
- Support office-wide prioritization of research activities, using a evidence gap mapping and clear criteria for prioritized evidence needs.

c. Evidence use, dissemination and capacity strengthening:

- Support dissemination of evaluation and research findings to internal and external stakeholders, including government counterparts, through accessible products (briefs, presentations, dashboards).
- Contribute to evaluation and research capacity-strengthening activities for Country Office staff and national partners, including any ongoing capacity-building initiatives with government counterparts.
- Build and strengthen strategic partnerships through networking and advocacy with local/national governments, UN system agency partners, research institutes, universities, and the private sector.
- Provide evaluation and research evidence inputs for Programme course correction and reporting processes (e.g. Country Office Annual Report, Donor Reports, as applicable).

Work Assignments Overview	Deliverables/Outputs	Delivery deadline to complete the deliverable
NEET Evaluation	Deliverable 1 – • Quality assure key deliverables against UNICEF and UNEG evaluation guidelines and standards • Facilitate the findings workshop • Communicate key evaluation learnings and insights at relevant forums • Support preparation of management responses and tracking of follow-up actions. • Maintain the evaluation record in the evidence tracking system (EISI).	28/02/2027
TZD Evaluation	Deliverable 2 – • Quality assurance of the TZD evaluation framework, its translation into the formal TOR. • Technical support to the commissioning process of the TZD evaluation, including review of bids and selection of evaluator(s) to undertake that evaluation • Provide day-to-day oversight of the evaluation, including reviewing deliverables for quality, managing	31/10/2027

	governance arrangements, liaising with evaluation teams and government counterparts, and facilitating learning workshops to present findings and recommendations. • Maintain the evaluation record in the evidence tracking system (EISI).	
Evaluation of UNICEF Thailand's Evidence-to-Policy Pipeline	Deliverable 3 – • Scoping the evaluation • Support selection of evaluators to undertake the TZD evaluation • Provide day-to-day oversight of the evaluation, including reviewing deliverables for quality, managing governance arrangements, liaising with evaluation teams and government counterparts, and facilitating • Facilitate the findings workshop • Communicate key evaluation learnings and insights at relevant forums	31/10/2027
Technical support to evidence functions	Deliverable 4 – • Support the Thailand Education Sector Evaluation Framework capacity building • Support the Department of Children and Youth programme theory of change development • Support development of an LTA with local institutes in the Region for evaluation and research activities • Provide evidence inputs to key Country Office reports • Provide technical advisory support on research and evaluation methods across the office	31/10/2027

Payment Schedule:

Payment will be made on submission and acceptance of deliverables. UNICEF reserves the right to withhold payment in case the deliverables submitted are not up to the required standard or in case of delays in submitting the deliverables on the part of the consultant.

Important Notes

- Individuals engaged under a consultancy or individual contract will not be considered “staff members” under the Staff Regulations and Rules of the United Nations and UNICEF’s policies and procedures and will not be entitled to benefits provided therein (such as leave entitlements and medical insurance coverage). Their conditions of service will be governed by their contract and the General Conditions of Contracts for the Services of Consultants and Individual Contractors. Consultants and individual contractors are responsible for determining their tax liabilities and for the payment of any taxes and/or duties, in accordance with local or other applicable laws.
- The selected candidate is solely responsible for ensuring that the health insurance (and visa if applicable) required to perform the duties of the contract are valid for the entire period of the contract. Selected candidates are subject to confirmation of fully-vaccinated status against SARS-CoV-2 (Covid-19) with a World Health Organization (WHO)-endorsed vaccine, which must be met prior to taking up the assignment. It does not apply to consultants who will work remotely and are not expected to work on or visit UNICEF premises, programme delivery locations or directly interact with communities UNICEF works with, nor to travel to perform functions for UNICEF for the duration of their consultancy contracts.
- UNICEF offers reasonable accommodation for consultants with disabilities. This may include, for example, accessible software, travel assistance for missions or personal attendants. We encourage you to disclose your disability during your application in case you need reasonable accommodation during the selection process and afterwards in your assignment.

QUALIFICATIONS / SPECIALIZED KNOWLEDGE / EXPERIENCE/ COMPETENCIES (CORE/TECHNICAL/FUNCTIONAL) / LANGUAGE SKILLS REQUIRED FOR THE ASSIGNMENT

- **Education:** Master’s in
 - Social sciences, economics, public policy, statistics, research methods, or other relevant field.
 - A degree or certification/accreditation in Evaluation is a significant advantage
- **Work Experience:**
 - At least 5 years of relevant professional experience in evaluation and research, including engaging and managing external consultants or firms to undertake evidence-generation activities.
 - Demonstrable experience designing or overseeing evaluations and research in the development, humanitarian and/or social sectors.
 - A strong track record for leading and managing evaluations and research that are of strategic relevance and high quality, credibility, and use.
 - Proven experience in establishing effective and broad partnerships in development and humanitarian environments.
 - Familiarity with ethical review processes.
 - Experience working in Thailand or Southeast Asia.

- Experience with innovative approaches to evidence generation is an asset
 - **Language Requirements:** High Proficiency in English and Thai
 - **Knowledge/Expertise/Skills:**
 - Technical knowledge of methodologies employed in Evaluation and Research, including theories of change, sampling design, and quantitative/qualitative/mixed methods of data collection and analysis.
 - Conversant with UNICEF and UNEG evaluation and research norms and standards, and UNICEF policy on ethics in evidence generation.
 - Competency in quantitative and qualitative data analysis tools and software.
 - Excellent written and oral communication skills in English; knowledge of Thai is an asset
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