

TERMS OF REFERENCE

Senior Humanitarian Learning Expert/ Evaluation of risk-taking, risk-sharing and risk management in humanitarian action

CONTRACT MODALITY Individual Consultancy

DUTY STATION New York, United States of America

DURATION OF CONTRACT 10 months

Purpose of Assignment

The UNICEF Evaluation Office (EO) is commissioning a global evaluation of UNICEF's risk governance frameworks and practices in humanitarian action. Building on a set of case studies conducted across different emergency contexts, the evaluation will allow tracing the decision-making processes that led to either action or no action during past emergency responses and will attempt to measure their repercussion on the delivery of services and good to children, especially those in hard-to-reach areas. The evaluation aims to put forward recommendations that will equip UNICEF staff across a variety of emergency contexts to manage, prevent and share risks more responsibly and effectively in the future.

The EO is seeking a Humanitarian Learning Expert for this evaluation.

Scope of Work

The consultant is expected to support the Humanitarian Effectiveness Portfolio (HEP) within the Evaluation Office by undertaking the following tasks:

- Support the Team leader with the development and testing of the Pilot protocol during the first phase of the evaluation;
- Provide inputs to the leadership framework;
- Compile (and visualize) the decision-tracing template;
- Co-author the learning product produced at the end of Phase 1;
- Design and run sense-making and validation workshops during both Phase 1 and Phase 2

Work Assignments Overview	Deliverables/Outputs	Delivery deadline to complete the deliverable
Evaluability (i.e., testing of Theory of Change and analytical framework) + preliminary case study development	Deliverable 1 – Inputs to the pilot protocol At least 2 Case studies on risk-taking, prevention and sharing (max 3 pages each with annexes) Inputs to the Revised Evaluation Theory of Change and Adjusted conceptual framework	15 April 2027
Inception	Deliverable 2 – Input to the Inception report as agreed with the Evaluation Manager	10 May 2027
Data Collection (in-person and remote)	Deliverable 3 – Preliminary debriefs with internal stakeholders At least 3 case study write ups (max 3 pages each with annexes)	30 June 2027
Data Analysis, Consolidation and Write-up	Deliverable 4 – 2 Sensemaking sessions with internal stakeholders Inputs to the Presentation of preliminary findings Inputs to the Draft evaluation report as agreed with the Evaluation Manager	30 July 2027
Finalization and Dissemination	Deliverable 5 – Input into the Revised evaluation report (post-comments) Recommendations Workshop	15 September 2027

	Contribution to the Final presentation(s) (including through the development of visuals)	
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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.
- Contracts are conditional upon the selected candidate's willingness to comply with any current or future vaccination requirements that may be established by UNICEF, where applicable. Failure to comply with applicable vaccination requirements, where required and without an approved medical exemption by UNICEF, may result in the withdrawal of the consultancy offer or termination of the contract in accordance with the General Terms and Conditions of Contract.
- 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**

Minimum requirements:

Education: Masters in International Development, Management, Anthropology, Social Sciences

Years of Experience/ Knowledge/Expertise/Skills required:

Work Experience:

- At least 15 years of experience in organizational learning, adaptive management, or developmental evaluation in humanitarian organizations;
- Demonstrated experience in humanitarian evaluations, including in UNICEF L3 evaluations;
- Demonstrated experience facilitating workshops with senior managers and turning evidence into decision tools or frameworks;
- Demonstrated experience in participatory visualization of evaluation key message;
- Experience designing and conducting interviews with local and national NGOs and with affected populations, including safe and ethical protocols;

Language Requirements:

English required; other UN languages considered an asset

Knowledge/Expertise/Skills:

- Demonstrate experience in developing innovative methodologies;
- Knowledge of the UN system and the global humanitarian system as a whole;
- Excellent analytical, communication and writing skills ();

- Ability to integrate youth, gender, age, disability, and other equity considerations into evaluation design, data analysis and reporting;
- Strong writing for practitioner audiences;
- Working knowledge of localization commitments and the Grand Bargain, especially risk sharing.

Desirables:

- Experience with process tracing, critical incident technique, desirable