

TERMS OF REFERENCE

Team Leader/ Evaluation of UNICEF's Risk management, prevention and sharing in humanitarian action Consultant

CONTRACT MODALITY Individual Consultancy

DUTY STATION Home-based/Remote

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 Team Leader for this evaluation.

Scope of Work and Role:

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

- Lead the evaluation process;
- Synthesize findings across all five organizational capabilities identified in the Theory of Change developed by the Evaluation for this evaluation;
- Ensure methodological rigor;
- Assign tasks and responsibilities across the evaluation team in agreement with the Evaluation Manager;
- Manage deliverables according with the timeline agreed upon with UNICEF EO;
- Coordinate with UNICEF EO throughout the evaluation process;
- Hold overall responsibility for the quality, coherence and coordination of the evaluation.

Work Assignment Overview	Deliverables/ Outputs	Delivery deadline		Planned Travel
		Exact date to complete the deliverable	Input days	
Evaluability (i.e., testing of Theory of Change and analytical framework)	<ul style="list-style-type: none"> A Short pilot protocol building on the reconstructed Theory of Change 	April 15 2027	20	
	<ul style="list-style-type: none"> Write up of at least 2 case studies Mini- Report 1 consisting of a Synthesis of at least 4 Case studies on risk-taking, prevention and sharing (max 3 pages each with annexes): 2 developed by the consultant herself/himself and at least 2 developed by another team member 			
	<ul style="list-style-type: none"> Revised Evaluation Theory of Change and Adjusted conceptual framework 			
Inception	<ul style="list-style-type: none"> Inception report (including inputs to the ethics review submission) 	May 10 2027	5	
Data Collection (in-person and remote)	<ul style="list-style-type: none"> Preliminary debriefs with internal stakeholders Mini report 2 consisting of a synthesis of at least 8 Case study write-ups (max 3 pages each with annexes) 	June 30 2027	20	
Data Analysis, Consolidation and Write-up	<ul style="list-style-type: none"> Sensemaking sessions with internal stakeholders Presentation of preliminary findings Draft evaluation report (GEROS compliant) building and expanding on the combined findings of mini report 1 and mini report 2 	July 30 2027	20	1 trip to New York (3 days)
Finalization and Dissemination	<ul style="list-style-type: none"> Revised evaluation report (post-comments from both EO and the Evaluation Reference Group) Recommendations Workshop Final presentation(s) 	September 15 2027	10	1 trip to Rome (3 days)

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**

Minimum requirements:

Education: Advanced university degree (Master's or equivalent) in Social sciences, International Relations, international development, research methodology.

Work Experience:

- Over 15 years conducting humanitarian research and evaluations globally; UNICEF experience considered an asset;
- Demonstrated experience in conducting global thematic humanitarian evaluations;
- Demonstrated experience in conducting syntheses of humanitarian research and/or evaluation (including in humanitarian settings);
- Demonstrated experience in conducting human interest stories;
- Demonstrated experience in completing policy briefs for a variety of audiences;
- Demonstrated experience in using AI within the scope of past research/evaluation assignments;
- A track record of evaluation report-writing for UN agencies, including UNICEF

Language Requirements:

English required; other UN languages considered an asset

Knowledge/Expertise/Skills:

- Excellent project management skills, including demonstrated ability to meet deadlines in challenging environments;
- In-depth knowledge of evaluation methodologies and mixed-method approaches;
- Knowledge of the UN system, UN programming and UNICEF emergency responses;
- Excellent analytical, communication and writing skills
- Ability to integrate gender, age, disability, and other equity considerations into evaluation design, data analysis and reporting.

Desirables:

- Demonstrated experience in developing ethics review submissions for UNICEF and other large UN agencies;
- Prior experience in conducting UNICEF's L3 evaluations