

TERMS OF REFERENCE

Project Management, Reporting and Partnership Support Consultant

CONTRACT MODALITY Individual Consultancy

DUTY STATION UNICEF Evaluation Office - Development Effectiveness and Impact Evaluation & Remote with no travel, with availability during Central European Time (CET) working hours as required

DURATION OF CONTRACT 9 months

Purpose of Assignment

UNICEF's evaluation function advances results for children by promoting evidence-informed learning and decision-making. It conducts independent, credible and impartial evaluations—including corporate thematic, institutional effectiveness, humanitarian, country-led, impact and joint evaluations—to strengthen UNICEF's use of evidence and improve outcomes for children. The Evaluation Office also manages global evidence-generation initiatives that require coordinated planning, monitoring, donor reporting, financial tracking, quality assurance, partnership documentation and knowledge management. This assignment will support a global evidence partnership and selected emerging projects through a defined set of analytical, coordination and reporting deliverables.

The Evaluation Office is seeking an individual Project Management, Reporting and Partnership Support Consultant for a temporary, deliverable-based assignment supporting the Development Effectiveness and Impact Evaluation (DevEI) team. The consultant will strengthen project coordination, donor reporting, financial monitoring, quality assurance, partnership documentation and knowledge management while supporting the continued implementation of priorities established under the [UNICEF Evaluation of Impact Strategy and Action Framework 2022–2025](#). The framework established UNICEF's institutional priorities and vision for a harmonized, strategic approach to generating and using impact evidence. To advance this strategy, the Evaluation Office is building a multi-country portfolio of impact evaluations in new and priority programme areas through the [Impact Catalyst Fund](#) and the Adaptive Social Protection – Evidence for Child Outcomes (ASPECT) project, funded by the German Federal Ministry for Economic Cooperation and Development (BMZ).

The nine-month assignment will require up to 90 input days, allocated according to the agreed workplan and delivery schedule. Engagement is expected to average approximately 50 per cent of full-time engagement, with workload varying across reporting and delivery periods.

Scope of Work

Under the supervision of the Contract Manager, the consultant will provide time-bound, output-focused support in the following areas:

1. Project and programme planning, monitoring and reporting

- Prepare and maintain an integrated workplan and deliverables tracker covering agreed activities, outputs, milestones, dependencies and reporting dates.
- Consolidate implementation updates from technical leads and project teams and produce periodic progress summaries, risk and issue logs, and follow-up trackers.
- Review narrative inputs against approved plans and donor requirements; edit for completeness, coherence, consistency and formatting.
- Prepare draft annual and other periodic donor reports identified in the agreed workplan and a documented

quality-assurance checklist for management review.

- Maintain a project risk and issue log; analyze implementation risks, bottlenecks and dependencies; and prepare options for mitigation and follow-up for consideration and decision by the Contract Manager and relevant UNICEF staff.

2. Financial monitoring and grant support

- Compile and reconcile periodic summaries of commitments, expenditures, utilization and forecasts using information provided through authorized UNICEF systems and project teams.
- Review and analyze budget, commitment, expenditure, utilization and forecast information against approved budgets and applicable donor conditions; identify variances, data-quality issues, gaps and potential implementation concerns; and prepare analytical observations and follow-up questions for validation by the Contract Manager and designated operational colleagues.
- Prepare financial monitoring tables and concise analytical notes to support periodic project reviews, reporting and planning.

3. Reporting quality assurance and proposal support

- Coordinate, track, consolidate and edit inputs for donor reports, concept notes, proposals and related annexes.
- Conduct documented quality and compliance checks against applicable donor requirements, internal guidance and agreed templates.
- Prepare draft proposal narratives, results frameworks, workplans and budget assumptions in collaboration with technical and operational focal points.

4. Stakeholder coordination and partnership documentation

- Provide administrative, analytical and documentation support to agreed project-governance processes, including preparing agendas and background materials, coordinating inputs, documenting decisions and maintaining action trackers under the direction of the Contract Manager.
- Support UNICEF staff engagement with donors and partners by preparing background analyses, briefing materials, correspondence drafts, presentation inputs, meeting documentation and follow-up trackers.
- Coordinate logistical and information inputs from designated partner focal points, as requested by the Contract Manager.
- When specifically requested by the Contract Manager, provide factual or technical inputs during meetings within the approved scope of the assignment. Such participation will not include negotiating, approving commitments or representing an institutional position on behalf of UNICEF.
- Compile required inputs and supporting documentation; prepare draft text, comparison tables and issue logs; and track reviews and clearances required for partnership instruments and agreements under the direction of responsible UNICEF staff.
- Support consultations with relevant legal, partnership, procurement, finance and operational focal points by preparing documentation, recording feedback and tracking required follow-up actions.

5. Knowledge management and evidence-use support

- Design and maintain an organized electronic filing and document-control structure for the assignment outputs and agreed project records.
- Compile lessons, good practices and frequently asked questions from implementation and reporting processes.
- Prepare or update practical templates, guidance notes, briefing packages and dissemination materials.

6. Working approach and boundaries

- All outputs will be submitted to and cleared by the Contract Manager or designated UNICEF staff member.
- The consultant's role is limited to analytical, drafting, coordination support, facilitation and documentation outputs. All institutional decisions, formal policy or financial advice, budget approvals, expenditure certification, negotiations, external representation, contractual commitments and formal clearances will remain the responsibility of authorized UNICEF staff.
- UNICEF staff will retain responsibility for negotiations, formal clearances, approval and execution of all

agreements.

- The consultant will not exercise supervisory authority, certify expenditures, approve budgets, make commitments on behalf of UNICEF, or perform open-ended staff functions.
- The consultant will maintain and update relevant trackers and working files throughout the assignment. Each deliverable represents a formal submission and payment milestone rather than the end of the associated support function.
- Deliverables will be considered complete upon written acceptance by the Contract Manager, based on completeness, accuracy, coherence, compliance with agreed requirements and incorporation of consolidated review comments.
- The final scope, sequence and emphasis of deliverables may be adjusted by mutual written agreement, provided changes remain within the consultancy purpose, total input days and contract value.

Work Assignments Overview	Deliverables/Outputs	Delivery deadline (in weeks/months) and input days to complete the deliverable
1. Inception and assignment planning	Inception package, comprising methodology, detailed nine-month workplan, deliverables calendar, stakeholder/input map, reporting schedule, risk log and document-management protocol.	6 January 2027 8 days
2. Integrated project monitoring system	Complete workplan and monitoring package, including activity/output tracker, milestones, dependencies, risk-and-issue register, decision log and monthly update format.	6 February 2027 12 days
3. Financial monitoring package	Financial monitoring workbook and analytical note reviewed and, summarizing budget, commitments, expenditures, utilization, forecast variances, data gaps and items requiring staff follow-up.	6 March 2027 12 days
4. Donor reporting and quality assurance package	Consolidated draft donor/progress report, supporting annexes and completed quality-assurance checklist documenting consistency, compliance, coherence and formatting checks.	6 April 2027 16 days
5. Governance and partnership support package	Agendas, background materials, briefing notes, presentation inputs, meeting records and consolidated action tracker for agreed governance and partner	6 May 2027 10 days

	engagements during Months 1-5.	
6. Proposal and resource mobilization package	Up to two draft concept notes/proposal packages or substantive proposal sections, with compliance review, results-framework inputs, workplan and documented budget assumptions.	6 July 2027 14 days
7. Knowledge management package	Updated electronic archive/index plus practical templates, guidance notes, FAQs and a concise lessons-learned note covering project coordination, reporting and financial monitoring.	6 August 2027 10 days
8. Final consolidation and handover	Final implementation and financial-monitoring summary; updated trackers; status of outstanding actions; organized handover archive; and recommendations for the next reporting/planning cycle.	6 September 2027 8 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: An advanced university degree (master's degree) in public policy, economics, international development, evaluation, social sciences, business or public administration, finance, international relations, communications, or another field relevant to the assignment. A first university degree combined with additional qualifying experience may be accepted in lieu of an advanced university degree, in accordance with applicable requirements.

Work Experience: At least five years of progressively responsible professional experience, including substantial experience in at least three of the following areas: project or programme management; donor reporting; grant or financial monitoring; partnership support; quality assurance; proposal development; or knowledge management.

- Demonstrated experience supporting complex, multi-stakeholder programmes, preferably involving research, evaluation or evidence-generation activities in an international development context.

Skills: Strong analytical writing, editing and quality-assurance skills for donor-facing outputs.

- Experience preparing or reviewing budgets, financial reports, utilization analyses and forecasts.
- Ability to develop practical workplans, trackers, dashboards, risk logs and concise management information.
- Strong organization, attention to detail and ability to deliver high-quality outputs to agreed deadlines in a multicultural environment.
- Advanced proficiency in Microsoft Office and collaborative document-management tools.
- Ability to use generative AI and other AI-enabled tools responsibly to support research, information synthesis, drafting, editing, quality assurance and knowledge management, with appropriate human review and attention to accuracy, confidentiality and data protection.

Language Requirements: Fluency in English is required. Knowledge of another United Nations language is an asset.

Desirables: Strong analytical writing, editing and quality-assurance skills for donor-facing outputs.

- Experience preparing or reviewing budgets, financial reports, utilization analyses and forecasts.
- Ability to develop practical workplans, trackers, dashboards, risk logs and concise management information.
- Strong organization, attention to detail and ability to deliver high-quality outputs to agreed deadlines in a multicultural environment.
- Advanced proficiency in Microsoft Office and collaborative document-management tools.
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