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TERMS OF REFERENCE

Senior Humanitarian Evaluation 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, home based with travel to countries for data collection, as relevant**
DURATION OF CONTRACT	**5 months and 29 days**

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 Senior Humanitarian Evaluation 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 Evaluation Team Leader with the management of the Risk Evaluation Phase 2;
- Provide methodological inputs to the inception report;
- Lead at least 4 pilot cases; tests partner recruitment route;
- Contribute to the development of a Leadership risk framework;
- Conduct the Quality Assurance of all the case studies produced during the evaluation phase 2

Work Assignments Overview	Deliverables/Outputs	Delivery deadline to complete the deliverable
Inception	**Deliverable 1** – Methodological Inputs to the Inception report as agreed with the Evaluation Manager	10 May 2027
Data Collection during the Evaluation Phase 2 (in-person and remote)	**Deliverable 2** – At least 4 Case study write-ups (max 3 pages each with annexes) Preliminary debriefs with internal stakeholders	30 June 2027
Data Analysis, Consolidation and Write-up	**Deliverable 3** – Inputs to the development of a leadership risk framework Inputs to Mini report 2 2 Sensemaking sessions with internal stakeholders on the preliminary findings Inputs to the Draft evaluation report	30 July 2027
Finalization and Dissemination	**Deliverable 4** – Input into the Revised evaluation report (post-comments by EO and the Evaluation Reference Group) Recommendations Workshop Contribution to the Final presentation(s)	15 September 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.
- 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:

Masters in Social sciences, International Development, Management, Humanitarian Policy

Years of Experience/ Knowledge/Expertise/Skills required*:
Work Experience:

- At least 15 years of humanitarian research and evaluation experience, including field work in L2/L3 responses;
- Experience in conducting evaluation of risk management and/or risk sharing in humanitarian action;
- Experience leading country case studies in multi-country evaluations;
- Experience facilitating workshops with senior managers;
- Demonstrated authorship of relevant humanitarian evaluation guidance

Language Requirements:
(English required; other UN languages considered an asset);
Knowledge/Expertise/Skills:

- In-depth knowledge of evaluation methodologies and mixed-method approaches;
- Knowledge of the UN system and the global humanitarian system as a whole;
- Excellent analytical, communication and writing skills
- Strong writing for practitioner audiences.