UNITED NATIONS CHILDREN'S FUND
GENERIC JOB PROFILE (GJP)

I. Post Information

Job Title: **Evaluation Specialist (Multi-Country: Thailand, Vietnam and Lao PDR) – TA- 7 months** **Supervisor Title/ Level:** Representative **Organizational Unit:** Vietnam Country Office **Post Location:** Hanoi, Vietnam	Job Level: **Level 4** CCOG Code: **1M06** Functional Code: **RPM**

II. Organizational Context and Purpose for the job

The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does — in programmes, in advocacy and in operations. To the degree that any child has an unequal chance in life — in its social, political, economic, civic and cultural dimensions — her or his rights are violated. UNICEF and cooperating partners and stakeholders work to secure the rights of each child and the surrounding families, communities and nations.

Working through the country program of cooperation, and likewise through the United Nations Sustainable Development Partnership Framework (UNSDPF), UNICEF assists countries to realize the rights of all children. This involves strategies and programs ranging from innovative and experimental to those at scale. The effectiveness and impact of the strategies and programs must be determined. Evaluation is a critical function for understanding if development objectives have been met in a way that contributes to the progressive realization of children's rights. To this end, evaluations assist program managers to make necessary adjustments or to confirm that the program can continue to advance to scale. Evaluations have an accountability objective, to assure partners that resources guided through UNICEF are used effectively and efficiently, and that there is a willingness to change when results can be improved. Furthermore, evaluation, together with other sources of evidence contributes to country, organizational and global learning. Evaluation also supports civic empowerment and behavioral change goals when it is implemented in a participatory way that allows stakeholders and rights holders to acquire the skills to assess development initiatives and to hold duty bearers to account.

Job organizational context:

A Multi-Country (MC) Evaluation Specialist post will, on the basis of efficiency and effectiveness considerations, be located in the Vietnam Country Office under the administrative supervision of the Representative. Irrespective of the location, the MC Evaluation will be accountable to the Representatives of Vietnam, Lao PDR and Thailand Country Offices, with technical guidance and oversight, through matrix reporting line to the Regional Advisor, Evaluation. The MC Evaluation Specialist works in close coordination with the Country Office evaluation staff/focal persons in the development and implementation of the Country Office costed evaluation plan, and works with the Country-Office to undertake thematic evaluations, evaluation of humanitarian action (for Level 1

emergencies) evaluability assessments, and other evaluative activities for which Country Offices are accountable. S/he works with the CO in engaging competent evaluators who conduct their work in accordance with the norms and standards of the UNICEF evaluation policy.

The incumbent works in accordance with the norms and standards of the United Nations Evaluation Group (UNEG) and the UNICEF evaluation policy. S/he provides guidance to staff involved in managing evaluations in the countries under his/her responsibility and consults the supervisor when major policy decisions and actions must be undertaken.

Purpose for the job: The purpose of the TA is to provide interim multi-country evaluation support to Thailand, Viet Nam and Lao PDR for a seven-month period, ensuring continuity and quality of evaluation work while strengthening the use of evaluation evidence for programme improvement, policy dialogue and learning. Specifically, the MCES will:

- Support the three Country Offices and national partners to implement prioritized evaluation workplans and generate credible evidence for Country Programmes, policies and programmes for children.
- Ensure that UNICEF-supported evaluations are managed and quality-assured in line with UNICEF and UNEG requirements, including independence, impartiality, utility, ethics, gender equality and human-rights considerations.
- Support timely dissemination, management response, follow-up and use of evaluation findings.
- Strengthen the evaluation capacities of Country Office staff and national partners, including government and civil society institutions.
- Provide strategic advice on the design and sequencing of future evaluative work, including evaluability assessments and evaluation scoping.

III. Key function, accountabilities and related duties/tasks

Summary of key functions/accountabilities:

1. Cross-country evaluation management and advisory support
2. Evaluation technical support to the Thailand Country Office
3. Evaluation technical support to the Viet Nam Country Office
4. Evaluation technical support to the Lao PDR Country Office

1. Cross-country evaluation management and advisory support

Provide strategic, technical, operational and quality-assurance support across the evaluation cycle for assigned countries and evaluation portfolios, ensuring compliance with UNICEF and UNEG evaluation standards, strengthening evaluation use, and promoting evidence-informed decision-making. Specifically:

- Provide day-to-day technical and operational support for the assigned evaluation portfolio, including planning, commissioning, inception, data collection, analysis, reporting, validation, dissemination and management response stages.
- Prepare or review evaluation terms of reference, evaluability assessments, evaluation designs, stakeholder mappings, workplans and quality-assurance arrangements.
- Review key deliverables, including inception reports, evaluation matrices, data-collection tools, fieldwork reports, preliminary findings, draft and final reports, presentations and knowledge products.
- Coordinate or support evaluation reference groups, technical review processes and validation or learning sessions with stakeholders.
- Identify and escalate risks related to quality, ethics, timelines, independence, impartiality, stakeholder participation or use of findings.
- Ensure completion of evaluation packages, including management responses, notes for the record where applicable, and registration or upload in EISI.
- Advise Country Offices on future evaluation priorities and sequencing, including alignment with Costed Evaluation Plans and country programme evidence needs.

2. Evaluation technical support to the Thailand Country Office

Support the Thailand Country Office in strengthening the quality, credibility and use of evaluations across key programme priorities through technical advice, quality assurance and stakeholder engagement, including for the following:

- Thailand Zero Dropout programme: facilitate and provide technical advisory and quality-assurance support to the evaluability assessment and scoping of the planned evaluation, working with the Education Section and the consultant leading the evaluability exercise.
- Pilot of Integrated Services for Youth Not in Education, Employment or Training: support the independent evaluation team during data collection and analysis, review the draft report, and facilitate validation and learning with stakeholders and partners.
- Decentralized Child Protection System evaluation: support completion and approval of the final evaluation package, including the final report, note for the record where required, EISI registration and management-response follow-up.
- UNICEF Thailand evidence-to-policy pipeline evaluation: support scoping and design of the evaluation in line with the Costed Evaluation Plan.
- Evaluation capacity development: advise the Department of Children and Youth on programme theory of change for a future evaluation and support the Office of the Education Council in finalizing the Education Sector Evaluation Framework.

3. Technical evaluation support to the Viet Nam Country Office

Support the Viet Nam Country Office in strengthening the quality, credibility and use of evaluations across key programme priorities through technical advice, quality assurance and stakeholder engagement, including the following:

- Integrated Early Childhood Development parenting evaluation: support validation and learning sessions, quality review of evaluation products, senior-management endorsement, completion of the evaluation package in EISI, and preparation and approval of the evaluation management response.
- Digital Literacy and Transferable Skills evaluation: support senior-management feedback and clearance, EISI registration and initiation of the evaluation management response.
- Safer Internet - Safer Childhood endline assessment: provide technical review of key products, including the inception report, data-collection implementation and troubleshooting, and draft and final assessment reports.
- Initiate the planning and scoping for evaluations scheduled to commence in 2027.

4. Evaluation technical support to the Lao PDR Country Office

Support the Lao PDR Country Office in strengthening the quality, credibility and use of evaluations across key programme priorities through technical advice, quality assurance and stakeholder engagement, including for the following:

- MoES-EU-UNICEF Partnership to Strengthen the Education System: support completion, quality review and approval of the management response and follow-up actions.
- Global WASH Strategy mid-term evaluation, Lao PDR country case study: follow up on completion of the country case-study report, support registration in EISI where applicable, and advise on management-response and evidence-use actions.
- Provide additional evaluation planning, management or quality-assurance support for emerging priorities agreed with the Country Office and contract supervisor.
- Initiate the planning and scoping for evaluations scheduled to commence in 2027.
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5. Capacity strengthening, partnerships and knowledge use

Promote a culture of evaluation, learning and evidence use by strengthening capacity, facilitating partnerships and supporting the dissemination and application of evaluation findings across Country Offices and partner institutions, including the following:

- Provide practical coaching and technical guidance to evaluation focal points, programme staff and national partners on evaluation planning, management, quality and use.
- Design and deliver at least one cross-country learning or capacity-strengthening session based on needs identified during the assignment.
- Support dissemination and use of evaluation findings through concise presentations, learning sessions, briefs or other fit-for-purpose products.
- Promote exchange of evaluation experience and lessons across the three Country Offices and connect the offices to relevant regional and global evaluation resources.

IV. Impact of Results

The effective technical, advisory and quality-assurance support provided by the Specialist contributes to the generation and use of credible evidence, strengthening programme performance, accountability, learning and decision-making across the assigned Country Offices.

Effective implementation of evaluation activities enhances UNICEF's capacity and credibility in delivering highly effective programs and concrete and sustainable results that directly improve services to children in the country and contributes to the progressive realization of their rights.

The development of national evaluation capacities—including those of government, private, academic, community, and civil society stakeholders-- supports the growth of an evidence-based culture in programming and policy making in countries.

V. UNICEF values and competency Required (based on the updated Framework)

i) Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability
- Sustainability

iCore Competencies (For Staff without Supervisory Responsibilities) *

- Demonstrates Self Awareness and Ethical Awareness (1)
- Works Collaboratively with others (1)
- Builds and Maintains Partnerships (1)
- Innovates and Embraces Change (1)
- Thinks and Acts Strategically (1)
- Drive to achieve impactful results (1)
- Manages ambiguity and complexity (1)

VI. Recruitment Qualifications	
Education:	An Advanced University Degree in the social sciences, economics, public policy, statistics, or in research methods is required. A degree or certification/accreditation in Evaluation is a significant advantage.
Experience:	• A minimum of eight years of professional experience in managing and conducting equity-focused evaluations at national and international levels is required. Experience in development and/or humanitarian settings is required. • Demonstrated experience in evaluation design and in managing evaluations in accordance with UNICEF and UNEG norms and standards is required. • Experience with evaluations of policies, strategies and systems, as well as programmes and projects, is required. • Experience with procurement and consultant selection for evaluation services, including contract management, is required. • Experience in disseminating evaluation findings and supporting their use for programme improvement, policy dialogue and learning is required. • Experience in strengthening national evaluation capacity and working with government, academic institutions, civil society or professional evaluation associations is an asset. • Experience in related evidence functions, such as research, monitoring, planning, public policy or quantitative and qualitative data analysis, is an asset but does not substitute for the required evaluation experience. • Experience working in the Asia and Pacific region is an asset.
Language Requirements:	Fluency in English is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or a local language is an asset.
Technical Knowledge	• Professional expertise in evaluation management, dissemination and use of evaluation results is required. • Strong technical knowledge of evaluation approaches and methods is required, including theory-based evaluation, evaluation design, theories of change, quantitative, qualitative and mixed methods, data quality, analysis and interpretation. • Technical knowledge of routine monitoring systems, preferably in Health, Nutrition, Education, Child Protection, Social Policy or WASH, is an asset. • Technical knowledge of experimental and quasi-experimental evaluation approaches is an asset. • Technical knowledge of the use of evaluation and other evidence to advance gender equality and human rights-based programming is required. • Familiarity with ethics review processes is required. • Exposure to innovative approaches to data collection and analysis, including the use of AI in evaluation, is an asset. • Experience using quantitative and qualitative data analysis software is an asset.

	• Knowledge of UNICEF and UNEG evaluation norms and standards is required. • Excellent oral and written communication skills, including the ability to develop clear, user-focused evaluation products, are required. • Publications demonstrating sound experience with evaluation methods are an asset.