



United Nations Entity for Gender Equality and Empowerment of Women

Terms of Reference (TOR) – Special Services Assignment (SSA)

Key Information

Title:	Monitoring and Evaluation expert
Expected Duration:	60 working days (within the period from 1 September until 31 December 2015)
Location:	Cairo, Egypt
Start Date:	1/9/2015
Type:	National

Organizational Context and Objectives:

UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security.

Placing women's rights at the centre of all its efforts, UN Women leads and coordinates United Nations system efforts to ensure that commitments on gender equality and gender mainstreaming translate into action throughout the world. It provides strong and coherent leadership in support of Member States' priorities and efforts, building effective partnerships with civil society and other relevant actors.

The UN Women Egypt Country Office is based in Cairo, and works in the following priority areas:

- Leadership and Political Participation;
- Economic Empowerment;
- Ending Violence against Women;
- Governance and National Planning.

Objective of the Assignment:

The purpose of these Terms of Reference is to contract a senior consultant with extensive experience in Monitoring and Evaluation, project methodologies and project reviews. The Consultant will work under the overall guidance of the Project Coordinator and in close cooperation with the teams managing the "Securing Rights and Improving Livelihoods of Women" as well as the "Spring Forward Programme" to develop and refine the monitoring tools for the programs as well as conduct the mid term review of the SRILW program.

Spring Forward for Women: Regional Programme for the Economic and Political Empowerment of Women in the Southern Mediterranean Region:

In October 2012, UN Women signed a Contribution Agreement with the European Commission to implement a project entitled "Spring Forward for Women: Regional Programme for the Economic and

Political Empowerment of Women in the Southern Mediterranean Region”, with a total budget of Euros 8,227,813. Operating in 7 Countries, this regional women’s economic and political empowerment program provides a mechanism to advance the economic empowerment of women in the Southern Mediterranean region and to assist them to reposition themselves in the political and decision making spaces so that they may have greater influence in shaping the future of their countries in the ongoing democratic transition while protecting their previous gains.

Securing Rights and Improving Livelihoods of Women

The 3 years program focuses on the following 3 key areas:

(1) Increased Leadership and Participation of Women in the Public Sphere: This goal’s main objective is increasing women’s political participation and economic positioning through facilitating the national registration process for the issuance of ID Cards to women, and linking women to finance facilities.

(2) Increased Economic Security and Autonomy of Marginalized Women, in Upper and Rural Egypt and tin Slum Areas; where the main focus will be on the economic empowerment of poor women through the implementation of a package of financial and non-financial services, as well as productive asset transfer enabling them to graduate from poverty and provide for themselves and their families.

(3) Reduced Prevalence of Violence against Women & Girls in Public and Private Spaces where the main focus will be on protecting women and girls from violence within the context of a Safe Cities Model which will be piloted within the Greater Cairo Region as well as in the urban areas of Giza and Qalyubiya.

Duties and Responsibilities:

Under the direct supervision of the Project Coordinator and working in close cooperation with the Project managers, the main duties and responsibilities of the consultant include:

Scope of the Assignment:

In accordance with UN Women Evaluation monitoring and evaluation guidance, the consultant will work under the overall supervision of the Project Coordinator:

- Assess the existing monitoring systems, identifying gaps, redundancies,
- Develop/refine the set of indicators that will be used by the projects to assess achievement of the outcomes and impact expressed in the Programmes’ performance measurement framework and the Projects’ logical framework;
- Support with monitoring project results (outputs and outcomes) by collecting and analyzing data for the indicators established in the 2 projects;
- Monitor the timely and efficient completion of programme activities that are planned to lead to results;
- Develop/Update the projects’ performance measurement framework;
- Develop the needed M&E tools and train the partners of the projects on the tools
- Provide timely and quality submission of data, analysed reports, field trends;
- Maintain a results oriented database of all programmes information and results accessible to internal and external evaluators as per UN Women rules and procedures;
- Provide substantive inputs to the development/implementation of annual work plans for the programmes with effective operational strategies, clear deliverables, annual targets with indicators and milestone,
- Identify and facilitate documentation of evidence based good practices;
- Conduct a mid term review for the Securing Rights and Improving Livelihoods of Women Project.

The consultant will have the following duties and responsibilities:

- Provide overall support to the implementation of a monitoring system for the programmes;
- Update the consolidated programmes' performance measurement framework;
- Work with the Programme Managers and teams to maintain a data collection system tracking and collecting core data elements on the interventions' design;
- Work with the Programme Managers and teams to develop reporting templates, questionnaires, survey instruments, and monitoring plans for the programmes to track impacts;
- Provide follow-up to the programmes and support the ongoing data collection and interpretation of results;
- Provide suggestions for ways to improve the tracking of results;
- Disseminate the findings of the project review including findings and lessons learned including, but not limited to, innovative strategies, approaches and models to help other providers as they conduct self-assessments and quality improvement activities.

Expected Places of Travel: frequent travel to governorates where the programme is implemented. UN Women shall cover the costs of travel outside Cairo.

Deliverables and payment terms

25% upon submission a report which includes an assessment of the programs monitoring tools, PMF, a revised logical framework of the projects, the data collection methods and instruments, M&E tools (15 Working days)

25% upon submission of the Spring Forward deliverables. (15 Working days)

20% upon submission of an inception report for the midterm review of the SRILW project including evaluation methodology, questionnaires and mission plan submitted. (12 Working days)

30% upon submission and approval of a draft project review report and presentation of the main findings (18 Working days)

Competencies

Core Values and Guiding Principles:

- Integrity: Demonstrating consistency in upholding and promoting the values of UN Women in actions and decisions, in line with the UN Code of Conduct;
- Cultural Sensitivity/Valuing diversity: Demonstrating an appreciation of the multicultural nature of the organization and the diversity of its staff. Demonstrating an international outlook, appreciating differences in values and learning from cultural diversity.

Core Competencies:

- Ethics and Values: Demonstrating / Safeguarding Ethics and Integrity;
- Organizational Awareness: Demonstrate corporate knowledge and sound judgment;
- Developing and Empowering People / Coaching and Mentoring : Self-development, initiative-taking;
- Working in Teams: Acting as a team player and facilitating team work;
- Communicating Information and Ideas: Facilitating and encouraging open communication in the team, communicating effectively;

- Self-management and Emotional intelligence: Creating synergies through self-control;
- Conflict Management / Negotiating and Resolving Disagreements;
- Knowledge Sharing / Continuous Learning: Learning and sharing knowledge and encourage the learning of others.

Functional Competencies:

- Creates, edits and presents information in clear and presentable formats, using appropriate IT functionality;
- Ability to contribute to change management and business re-engineering processes;
- Ability to organize and complete multiple tasks by establishing priorities;
- Ability to handle a large volume of work possibly under time constraints;
- Establishes, builds and sustains effective relationships with clients, demonstrating understanding of client's perspective; anticipates client needs and addresses them promptly;
- Ability to understand the inter-linkages of various administrative tasks related to human resources, finance, general administration support, procurement, logistics and ICT and to articulate solutions necessary to establish RBM mechanisms mindful of these various procedures;
- In-depth knowledge of office software applications relating to word processing, data management, and presentation;
- Thoroughly and methodically collects, verifies and records data, demonstrating attention to detail and identifying and correcting errors on own initiative; maintains databases.

Professionalism:

- Has knowledge of international and UN System standards and practices in results based management methodologies;
- Has knowledge of technical cooperation and development assistance including at field level;
- Is highly organized, detail and big-picture oriented;
- Is able to ensure an effective work structure to maximize productivity and achieve the goals of the overall Office;
- Demonstrates good judgment and initiative, imagination and resourcefulness, energy and tact;
- Shows pride in work and in achievements;
- Demonstrates professional competence and mastery of subject matter;
- Is conscientious and efficient in meeting commitments, observing deadlines and achieving results;
- Remains calm in stressful situations;
- Takes responsibility for incorporating human rights and gender perspectives and ensuring the equal participation of women and men in all areas of work;
- Displays social, cultural, religion, ethnic, and age sensitivity and adaptability.

Communication:

- Speaks and writes clearly and effectively;
- Listens to others, correctly interprets messages from others and responds appropriately;
- Asks questions to clarify, and exhibits interest in having two-way communication;
- Tailors language, tone, style and format to match diverse audience;
- Demonstrates openness in sharing information and keeping people informed;
- Promotes participative learning and knowledge-sharing.

Teamwork:

- Works collaboratively with and through colleagues to achieve organizational goals;
- Solicits input by genuinely valuing others' ideas and expertise;
- Is willing to learn from others;
- Places team agenda before personal agenda;
- Supports and acts in accordance with final group decision;
- Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Education, Experience and Language Requirements

Education:	Advanced University degree (Master or equivalent) in social sciences, preferably specialized in international relations and international law, specifically international human rights law.
Experience:	<ul style="list-style-type: none"> • At least three years of relevant work experience, preferably in a development context and in UN context; • Proven experience in and overview of planning, monitoring, reporting and evaluation processes, including organized handling with programme/project indicators, objectives, outcomes and outputs, within the UN system; • Proven experience in the set-up and management of results based management systems; • Proficient computer skills, specifically with Microsoft Office tools, as well as planning, monitoring and cooperation online tools and portals; • Proven academic and professional background in international human rights work, including the promotion and protection of women rights and gender equality <p>Related experience in the following fields would constitute an advantage:</p> <ul style="list-style-type: none"> • Additional training courses in monitoring and evaluation for practitioners in the development sector are desirable. • Background in donor relations, programme funding, and tailored diplomatic communication with different stakeholders and audiences to maintain effective working relationships; • Experience in coordinating a diverse team; • Experience with bigger programme change-management efforts; • Knowledge of and/or interest in the MENA region, with its diverse societies, cultures and historic development processes.
Language Requirements:	For the position advertised, fluency in English and arabic, i.e. oral and written proficiency, is required.

Evaluation Criteria

Individual consultants will be evaluated based on the following methodology:

Cumulative analysis:

When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

- Responsive/compliant/acceptable; and
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

Technical Criteria weight; 70%

Financial Criteria weight; 30%.

Only candidates obtaining a minimum of 49 points in the technical evaluation would be considered for the Financial Evaluation.

Criteria Weight Technical: 70%

- Criteria: At least three years of relevant work experience at the international level, preferably in a development context in UN setting (Weight: 20%. Maximum obtainable Points: 20);
- Criteria: Proven experience in and solid grasp of planning, monitoring, reporting and evaluation processes, including organized handling with programme/project indicators, objectives, outcomes and outputs, within the UN system (Weight: 20%. Maximum obtainable Points: 20);
- Criteria: Proven experience in the set-up and management of results based management systems (Weight: 20%. Maximum obtainable points: 20);
- Criteria: Relevant education in social sciences, preferably specialized in international relations and international law, specifically international human rights law (Weight 5%; maximum obtainable points 5);
- Criteria: Proficient computer skills, specifically with Microsoft Office tools, as well as planning, monitoring and cooperation online tools and portals; (Weight 5%; maximum obtainable points 5).

Financial: Lowest financial proposal: 30%.

Contract will be awarded to the technically qualified consultant who obtains the highest combined score (financial and technical). The points for the Financial Proposal will be allocated as per the following formula:

$$\frac{(\text{Lowest Bid Offered}^*)}{(\text{Bid of the Consultant})} \times 22 \text{ days}$$

*"Lowest Bid Offered" refers to the lowest price offered by Offerors scoring at least 49 points in technical evaluation.

Applications

Documents to be included when submitting the proposal:

Interested Individual Consultants must submit the following documents/information to demonstrate their qualifications:

Proposal:

To be included as part of the proposal:

- A cover letter with a brief presentation of your consultancy explaining your suitability for the work;

- A brief methodology on how you will approach and conduct the work (limit to under 1500 words).
- UN Women Personal History form (P-11) which can be downloaded from <http://www.unwomen.org/about-us/employment>; and
- Personal CV.

Financial proposal:

- Proposed daily fee;