

Call for Expressions of Interest (EOI)

Independent Consultant in Evaluation

Roster of Evaluation Consultants

Location :	Home-based with possible missions in countries in Africa, Americas, Asia and/or Europe
Application Deadline :	Apply for the next selection: 24-February-2023 (Midnight, Paris) We are on the constant lookout for talents.
Type of Contract :	Individual Contracts
Post Level :	Consultant in Evaluation
Languages Required :	English (other languages will be an advantage)
Starting Date : (date when the selected candidate is expected to start)	N/A Possible contracts could start as from 01-04-2023

Background

ForWaves Consulting® provides programme / project monitoring and evaluation (M&E) services and expert advice on organizational development and systemic change management.

Our evaluation services include strong results-based evaluation to facilitate organizations' accountability and learning process, assess their development effectiveness and improve their performance.

Our mission is to help our clients navigate in an increasingly complex world. We craft innovative solutions to help organizations thrive. Our clients demand both excellence and sustainable performance.

We have put together a tried-and-tested global network of enthusiastic, passionate and dedicated experts. What connects us is a focus on results and a desire to work in harmony with a modern and sustainable world. We're passionate about crafting powerful solutions that facilitate positive change, both in organizations and in the wider world. It's excellence that drives us; but excellence firmly rooted in socio-economic, environmental and human development.

ForWaves is seeking evaluation consultants in order to **expand its pool of evaluation consultants**. Projects to be evaluated may cover themes such as decent work, migration, social inclusion, human trafficking and modern slavery, climate resilience, human rights, skills development, trade, social finance, intellectual property, enterprise development and systemic change.

Under the direct supervision of the lead evaluator, the evaluation consultant(s) conduct and/or contribute to independent evaluations providing technical expertise and knowledge in the assigned area(s), including cross-cutting areas such as gender equality, environmental impact and sustainability, rights-based approaches, etc.

The evaluation consultant's responsibilities include to:

- Conduct desk reviews of relevant project documents and participate in meetings as required;
- Prepare for and carry out data collection and analysis and provide evaluation deliverables;
- Pro-actively provide relevant local knowledge and insights;
- Assist in identifying the local partners of ongoing and past projects and their beneficiaries in the target areas to enhance the inclusiveness of the evaluation;
- Organize and take part and/or conduct interviews with key stakeholders;
- Take notes during interviews, provide a summary of notes and/or write brief reports on main observations and conclusions;
- Write full reports and/or certain sections in draft reports if requested by the lead evaluator;
- When writing full report(s): Compile the draft of each product, namely (1) **Inception report** including, at minimum an Evaluation Matrix (to demonstrate the evaluator's understanding of the ToR and outline data collection and analysis plans, as well as an indicative list of interviewees and interview guides, to be completed and reviewed with the lead evaluator, and evaluation manager (project manager) prior to the field visit and interviews); (2) **Draft evaluation report** to be reviewed by the lead evaluator and the project management team; (3) **Final evaluation report** in professional English language, incorporating feedback of the organizations' staff involved in the review of the report¹; (4) **Evaluation Brief** (e.g. two-page document) following the organizations' guidance and template, to provide a summary of key findings, conclusions and recommendations for easy sharing with the organization's staff, donor, partners, and other stakeholder; (5) **Management response** based on provided template;
- Provide periodic feedback as needed to the lead evaluator on progress and any challenges faced;
- Organize logistics during the field visits, including transportation, and interpretation services if required;
- Organize, provide and/or contribute to providing a debrief to present the initial findings and tentative conclusions to project key stakeholders;
- Draft and revise final report(s) and evaluation brief(s) in coordination with the lead evaluator;
- Provide interpretation and/or translation of documents and other duties as assigned.

¹ Example of minimum report content requirement: (i) Cover page, (ii) List of acronyms; (iii) Table of contents; (iv) Executive summary; (v) Methodology; (vi) Findings; (vii) Conclusions; (viii) Recommendations in order of priority and (ix) Annexes (list of interviewees, interview questionnaire/guides, etc.)

Selection criteria

- Advanced University degree in Social sciences, Economics and/or Development studies;
- Preferably 8 years of experience in leading and conducting development evaluations;
- In-depth knowledge of evaluation approaches, ability to apply both qualitative and quantitative data collection methods and to uphold high quality standards for evaluation as defined by UNEG;
- Experience in using the Theory of change approach on evaluation;
- Ability to ensure ethics and integrity of the evaluation process, including confidentiality and the “do no harm” principle;
- Familiarity in UN results-based management (RBM) approach, gender equality, human rights-based approach in programming and evaluation;
- Ability to independently organize field visits and mobilize needed support (driver, interpreter, etc.);
- Excellent report writing, communication and interviewing skills in English (fluency in other languages will be an advantage);
- Well-developed cross-cultural communication skills;
- Access to a fast, stable internet connection;
- Effective prioritization and organizational skills with an ability to work under tight deadlines;
- Service oriented and good team spirit;
- Experience in working with UN agencies will be an advantage.

In all areas, a gender-focused assessment is part of the programme analysis. The duration of the consultancy will vary depending on the specific tasks. A full evaluation process could cover a period of 6 weeks per evaluation including one-week travel.

Applications must include following information & documents:

- **Cover letter**, which must include a **short summary of profile and capacity of the evaluation to conduct independent evaluations** - including a **record of relevant work** executed in the past five years;
- A copy of the candidate’s **curriculum vitae**;
- A statement confirming consultant’s availability to conduct assignments from April to December 2023 and the **maximum number of days the Responder could work on evaluations from April to December 2023**;
- Daily professional fee expressed in **US dollars**;
- Contact details for at least **3 references / organizations** who have engaged the Responder for similar assignments.

Applicants are invited to send their expression of interest by **February 24, 2023 (Midnight, Paris)** to talents@forwaves.com, with the title: **“EOI – Roster of evaluation consultants”**, with a copy to info@forwaves.com. Please be advised that only complete applications will be considered for selection.

For any questions, do not hesitate to contact us at talents@forwaves.com.