

**Vacancy Announcement:
Evaluation Consultant (mid-level), UNESCO HQ, Paris, France**

Job Title: Evaluation consultant (mid-level, temporary)

Office: UNESCO Internal Oversight Service, Evaluation Office, Paris, France

Duration of assignment: 6 months (with a possibility of extension for another 6-12 months depending upon the availability of resources)

Start of assignment: as of mid-July 2020

Background:

UNESCO Internal Oversight Service (IOS) provides the Director-General with independent and evidence based advice on improvements needed in design, delivery and operations of UNESCO activities.

In line with its evaluation plan, over 2020/21 the IOS Evaluation Office will be undertaking corporate level evaluations in several thematic areas in the field of education, culture, natural and social and human sciences, communication and is therefore seeking external support in managing and conducting some of these evaluation exercises.

Furthermore, the IOS Evaluation Office is supporting the UNESCO decentralized evaluation function, covering evaluations that are managed and conducted by UNESCO Programme Sectors or Field Offices. For this purpose it is developing decentralized evaluation capacities and strengthening the quality of decentralized evaluations, among other through a network of evaluation focal points in the different Sectors and Field Offices.

Description of Responsibilities:

Under the authority of the Director of IOS and the supervision and guidance of the Head of Evaluation or a principal evaluation specialist, the incumbent will, among other,

- i) contribute to managing and conducting one or more evaluations that are part of the 2020/21 evaluation plan including:
 - Carrying out desk studies and drafting of Terms of Reference;
 - Developing evaluation methodology, including designing instruments for and collecting data;
 - Preparing logistics and administrative support related to the respective evaluations; and

- Conducting data analysis and quality assurance of deliverables, including the evaluation report(s), as well as producing communication outputs and presenting findings to key stakeholders.
- ii) Support IOS in providing technical advice and backstopping to decentralized evaluations, and in managing and animating the evaluation focal point network, including
 - Collecting decentralized evaluation plans, and final evaluation reports ,
 - Maintaining and updating the evaluation focal point online portal
 - Contributing to and updating evaluation guidance material
 - Conducting webinars and other training sessions on specific evaluation related topics, based on priorities and needs of evaluation focal points and adapted to the UNESCO evaluation context (such as Theory of Change, how to integrate gender equality perspectives in evaluation)
 - Providing a technical help desk function, through punctual technical advice and quality assurance support for decentralized evaluations

Required qualifications:

- University degree at Masters level or equivalent in Social Sciences, Political Sciences, Economics, Management/Business Management, Project planning and Management; or any related field;
- 5-7 years of professional experience in the field of evaluation and/or other relevant field;
- Knowledge of and experience in applying qualitative and quantitative data analysis techniques and Results Based Management (RBM) principles;
- Knowledge of issues related to the international development agenda in education;
- Good analytical and demonstrated excellent drafting skills in English: ability to collect and analyze information, to synthesize ideas and feedback and prepare reports in a clear and concise manner;
- Good communication skills, ability to maintain effective working relationship in a multicultural working environment ;
- Excellent IT skills; and
- Excellent knowledge of spoken and written English, and working knowledge of French is desirable

Desired Qualifications:

- Degree and /or working experience in a field related to UNESCO's mandate;
- At least three years of working experience acquired at international level or in international settings;
- Solid experience in project and/or programme planning and management;
- Experience in managing and animating networks;
- Understanding and knowledge of the UN mandates in relation to Human rights and Gender equality issues;
- Knowledge of the UN system and/or work experience in the UN;
- Knowledge of another official language of the Organization would be an asset.

How to apply:

Please send your letter of motivation and CV to ios@unesco.org with the subject line "IOS Evaluation Consultant (2020)" by 30 June 2020, midnight Paris time.

IOS will select a long list of suitable profiles which will remain valid for at least 24 months. IOS will select candidates from the list for different short time assignments over a 36 months period.

<http://www.unesco.org/ios>