

TERMS OF REFERENCE FOR INDIVIDUAL INTERNATIONAL CONSULTANT

TERMS OF REFERENCE International Individual Consultant on Humanitarian portfolio Monitoring and Evaluation (M&E)	
Hiring Office:	UNFPA Moldova Country Office
Purpose of consultancy:	<p>The UNFPA Moldova Country Office is looking to contract an international consultant on Monitoring and Evaluation (M&E), for the humanitarian portfolio of the programme.</p> <p>Working within a large and complex Country Office environment, you will support the effective results-focused planning, monitoring and evaluation of UNFPA activities relating to the humanitarian part of the UNFPA Moldova Country Programme 2023 – 2027.</p> <p>Employing your monitoring and evaluation expertise, the consultant will be responsible for the management and implementation of results-driven monitoring and evaluation relating interventions. The consultant will play a key role in improving the quality, collection, measurement and reporting of results relating to humanitarian portfolio of the country programme. The consultant will work closely with the component leads and the entire country office team and national counterparts to ensure M&E aspects are well internalized and applied in line with the UNFPA principles and standards.</p>
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>Under the direct guidance and supervision of the UNFPA Representative, the Individual International Consultant on humanitarian results measurement, monitoring and reporting is responsible for planning and implementing of ting the monitoring and evaluation relating interventions of the country programme. They are responsible to maintain fruitful collaboration and partnership with national counterparts in government institutions, multi-lateral and bilateral donor agencies and civil society to address emerging issues; and work closely with all programme and project staff as well as administrative and operations team of the UNFPA Moldova Country Office. The concrete tasks will be the following:</p> <p>A. Facilitate and substantively contribute to the incorporation of monitoring and reporting into programme formulation:</p> <ul style="list-style-type: none"> ● Facilitate and substantively contribute to the development of donor-specific results frameworks relating to humanitarian portfolio with an emphasis on SRH and GBV, and ensuring that they are in line with the regional initiative on the harmonized approach to humanitarian results planning, monitoring and reporting. ● Provide substantive inputs to country programme implementation by ensuring that the project-specific results and resources frameworks have a clear linkage and contribution to the country programme RRF; ● Contribute to the annual work plan monitoring, reviews and reporting relating to the humanitarian portfolio and provide technical expertise to humanitarian portfolio leads on the M&E related issues. ● Provide technical support to implementing partners in applying the corporate/regional Monitoring Frameworks (MFs), systems and plans, and conducting Baseline Surveys. ● Maintain monitoring and evaluation databases for the humanitarian portfolio, including ActivityInfo. ● Monitor data from GBV implementing partners on a monthly basis and liaise with IPs when there is discrepancy. ● Lead the monthly country office reporting of humanitarian results relating data to the EECA regional office as per established mechanism ● Support SRH and GBV government partners with development of data portals, indicators, evaluations, if needed. ● Contribute to the development of M&E relating training materials for national counterparts and implementing partners.

	<p>B. Contribute to the promotion of monitoring and evaluation functions and principles and the dissemination and utilization of results within the office:</p> <ul style="list-style-type: none"> ● Prepare information and/or briefs, summaries and background documentation required by the direct supervisor for humanitarian missions and special meetings; Power-point and other presentations, including computer generated visuals, such as graphs. ● Support in drafting donor and programme reports for SRH and GBV portfolio (both narrative and quantitative on achieved results). ● Contribute to the documentation of successful experiences in monitoring and evaluation of humanitarian response interventions. ● Provide inputs into the various data-bases, intra and internet pages of the UNFPA CO in Moldova, including UN Info, ActivityInfo, others by focusing on humanitarian portfolio relating results. ● Provide inputs for the global and regional monitoring activities of the humanitarian response, including Humanitarian Action Overview, EECA region humanitarian response, other. ● Represent UNFPA in (UN) Information Management working groups and other Monitoring and Evaluation networks focusing on the humanitarian response and contribute to the discussions/meetings <p>C. Conduct and/or manage monitoring efforts and evaluations that are impartial, independent, credible and meet professional standards.</p> <ul style="list-style-type: none"> ● Contribute to the planning, preparation and data collection process of various monitoring activities, assessments and humanitarian project evaluation that may be required by the donor; ● Lead preparation for the assessments and/or evaluation projects, including preparation of Terms of Reference; ● Provide scheduling and logistical support for consultants engaged in assessments and/or evaluations; ● Design, contribute to and coordinate the application of quantitative and qualitative data collection and analysis tools, techniques and approaches; ● Conduct quality assurance to the assessments and/or humanitarian evaluations deliverables; <p>The Individual International Consultant may also perform other duties as requested by the UNFPA Moldova Representatives and/or UNFPA Moldova Emergency Coordinator.</p>						
<p>Duration and working schedule:</p>	<p>The work is expected to commence on 9th of January 2025 and end on 8th June 2025. The volume of consultancy for the consultant has been estimated as full-time, up to 114 full working days.</p>						
<p>Place where services are to be delivered:</p>	<p>The work will be performed by the International Individual Consultant within the UNFPA Moldova Country Office in Chisinau (3 weeks/month) and 1 week per month - remotely. Also field trips that are foreseen to be conducted at the subnational level.</p>						
<p>Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):</p>	<p>The international consultant is expected to complete and submit the following deliverables on the specified dates:</p> <table border="1" data-bbox="437 1715 1430 2078"> <thead> <tr> <th data-bbox="437 1715 1139 1771">Deliverables</th> <th data-bbox="1139 1715 1430 1771">Deadline</th> </tr> </thead> <tbody> <tr> <td data-bbox="437 1771 1139 1928"> <p>1st deliverable - Brief Narrative Activity Report in English language on the achieved results in January 2024 within the current assignment (including timesheet) - shall be developed and submitted to UNFPA Moldova Country Office, in electronic format.</p> </td> <td data-bbox="1139 1771 1430 1928"> <p>By 3rd February 2025</p> </td> </tr> <tr> <td data-bbox="437 1928 1139 2078"> <p>2nd deliverable - Brief Narrative Activity Report in English language on the achieved results in February 2024 within the current assignment (including timesheet) - shall be developed and submitted to UNFPA Moldova Country Office, in electronic format.</p> </td> <td data-bbox="1139 1928 1430 2078"> <p>By 3rd March 2025</p> </td> </tr> </tbody> </table>	Deliverables	Deadline	<p>1st deliverable - Brief Narrative Activity Report in English language on the achieved results in January 2024 within the current assignment (including timesheet) - shall be developed and submitted to UNFPA Moldova Country Office, in electronic format.</p>	<p>By 3rd February 2025</p>	<p>2nd deliverable - Brief Narrative Activity Report in English language on the achieved results in February 2024 within the current assignment (including timesheet) - shall be developed and submitted to UNFPA Moldova Country Office, in electronic format.</p>	<p>By 3rd March 2025</p>
Deliverables	Deadline						
<p>1st deliverable - Brief Narrative Activity Report in English language on the achieved results in January 2024 within the current assignment (including timesheet) - shall be developed and submitted to UNFPA Moldova Country Office, in electronic format.</p>	<p>By 3rd February 2025</p>						
<p>2nd deliverable - Brief Narrative Activity Report in English language on the achieved results in February 2024 within the current assignment (including timesheet) - shall be developed and submitted to UNFPA Moldova Country Office, in electronic format.</p>	<p>By 3rd March 2025</p>						

	<p>3rd deliverable - Brief Narrative Activity Report in English language on the achieved results in March 2024 within the current assignment (including timesheet) - shall be developed and submitted to UNFPA Moldova Country Office, in electronic format.</p>	<p>By 3rd April 2025</p>
	<p>4th deliverable - Brief Narrative Activity Report in English language on the achieved results in April 2024 within the current assignment (including timesheet) - shall be developed and submitted to UNFPA Moldova Country Office, in electronic format.</p>	<p>By 3rd May 2025</p>
	<p>5th deliverable - Brief Narrative Activity Report in English language on the achieved results in May and June 2024 within the current assignment (including timesheet) - shall be developed and submitted to UNFPA Moldova Country Office, in electronic format.</p>	<p>By 8th June 2025</p>
<p>Monitoring and progress control, including reporting requirements, periodicity format and deadline:</p>	<p>The monitoring will be ensured through regular information on progress within joint meetings at the UNFPA Moldova Country Office in Chisinau and also via: e-mail, phone calls, on-line calls, as needed.</p> <p>On the stipulated dates above, the International consultant will submit electronically to the UNFPA Moldova Representative the required deliverables.</p>	
<p>Supervisory arrangements:</p>	<p>The contracted international consultant will work under the overall guidance and direct supervision of the:</p> <ul style="list-style-type: none"> - UNFPA Representative of Republic of Moldova 	
<p>Expected travel:</p>	<p>The individual international consultant is expected to be based in Chisinau with possible but limited travels to the region. The deployment to Chisinau (round air ticket), along with terminals will be covered by UNFPA Moldova CO in accordance with UNFPA Travel Policy.</p>	
<p>1) Required expertise, qualifications and competencies, including language requirements:</p>	<p>The UNFPA Moldova Country Office is looking for an International Individual Consultant who has the following educational background, qualifications and expertise:</p> <ul style="list-style-type: none"> ● A master’s degree in international development studies, economics, statistics, social sciences or a related field relevant to the requirements of this TOR; ● At least 5 years of relevant international working experience in the area of monitoring and reporting. ● Experience in the United Nations, UNFPA and/or other multilateral organization, field work experience, are highly desirable. ● Good knowledge of monitoring and evaluation, evaluation design, data collection and analysis, and reporting. ● Ability to provide policy advice and support to implementing partners. ● Fluency in English is required. Russian and Romanian is desirable; ● Excellent computer skills (especially MS Office applications) and ability to use information technology as a tool and resource, are required; 	
<p>Inputs / services to be provided by UNFPA or IP</p>	<p>The travel expenses in the context of foreseen field trips at the national and subnational level - will be covered by the UNFPA Moldova Country Office, in accordance with UNFPA Travel Policy.</p>	
<p>Other relevant information or special conditions, if any:</p>	<p>Selection process: A suitable candidate is selected through a competitive process, in line with UNFPA Policy and Procedures for Contracting Individual.</p> <p>Basis of payment: Payment will be done on monthly basis, as per the number of days worked, upon positive evaluation and approval by UNFPA of the monthly activity reports and timesheets, timely submitted by the International Individual Consultant. The daily rate is established based on the requirements included in this Terms of Reference and expertise of the Individual International Consultant, in alignment with UNFPA Policy and Procedures for Contracting Individual Consultants.</p> <p>Requirements for concluding the Contract with Individual Consultant:</p>	

Before signing the Contract with UNFPA, each Individual Consultant is required to pass the following mandatory courses and submit the completion Certificates to UNFPA:

- Prevention of Sexual Exploitation and Abuse
<https://extranet.unfpa.org/Apps/PSEA2017/>
- Fraud and Corruption Awareness and Prevention
https://extranet.unfpa.org/Apps/Antifraud/English/story_html5.html
- BSAFE <https://training.dss.un.org/>

Approved by:

DocuSigned by:

Karina Nersesyan

FDB85A2300DB4C3...

Karina A. Nersesyan,

UNFPA Representative for Republic of Moldova

Date: 10-Dec-2024