

TERMS OF REFERENCE FOR SHORT-TERM/CONSULTANCY CONTRACTS

JOB TITLE:	Evaluation Officer
TYPE OF CONTRACT:	Volunteer
UNIT/DIVISION:	Evaluation Unit
DUTY STATION (City, Country):	Dakar, Senegal
DURATION:	Sep 2022 to Feb 2023 (6 months)

BACKGROUND AND PURPOSE OF THE ASSIGNMENT:

The Regional Evaluation Unit (REU) in Dakar supports all WFP Country Offices in the Region to successfully conduct their Decentralized Evaluations. In this capacity the Evaluation Officers in the REU provide day to day support and work on strategic engagements to foster future collaboration between WFP, UN, Governments and Civil Society. The Regional Evaluation Strategy sets the organisational framework for this work.

The purpose of the assignment is to support the REU in this strategic stakeholder engagement, especially in regards to successfully building local capacity. The first initiative related to this is in the planning phase and would benefit from a dedicated support and follow-up.

The first initiative is about setting up an Emerging Evaluator Programme, that will allow young talented volunteers from the region to gain more evaluation experience with prestigious UN agencies and regional evaluation networks (CLEAR, SENEVAL).

ACCOUNTABILITIES/RESPONSIBILITIES:

1. Develop a regional stakeholder mapping and engagement roadmap to implement the local Emerging Evaluators Programme. Supported by the regional evaluation officers the volunteer will identify key stakeholders, set up meetings and discuss the Emerging Evaluator Programme, the potential implications of the programme and the role of the stakeholder. Based on that he/she will map out key partners, how they will contribute and what their expectations are.
2. Conduct a lessons learned exercise with Regions already implementing the Emerging Evaluator Programme and adjust the approach to the West Africa context. Supported by the regional evaluation officers the volunteer will develop questionnaires and conduct structured interviews and focus group discussions with previous implementers of the programme, to develop a lessons learned document. Based on the lessons learned and the previous stakeholder engagement he/she will revise the existing approach and design an improved approach that is adapted to the local context of West Africa.
3. Launch the Emerging Evaluator Programme and accompany it until the end of contract. Depending on timing the volunteer will support the team in launching the programme for 2023, including the preparation of launch events, call for candidates and selection of the first round of participants.

DELIVERABLES AT THE END OF THE CONTRACT:

At the end of the contract it is expected that the stakeholders engagement roadmap is developed and approved by all concerned parties. Approaches tried and tested in other regions, should have been improved and adapted to the local context.

If time allows the programme will be launched during the volunteer period.

QUALIFICATIONS & EXPERIENCE REQUIRED:

HR-145 ♦ 08/2017 REV.

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Education: Advanced University Studies in International Development, Economics, Social Science, Monitoring & Evaluation or another related field.

Experience: Ideally previous experience in Stakeholder consultations, lessons learned exercises and knowledge about West Africa context

Knowledge & Skills: Good command of MS Word and Excel

Networking and stakeholder management skills

Structured and conscientious approach to work

Languages: Excellent English and good French reading and writing skills required, French oral skills are a plus.

Certified by Hiring Manager (name/title) & signature):

Claudia Schwarze **Date:** 24/06/22

Accepted by Short-term/Consultancy contract holder (name & signature):

..... **Date:**