



FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS

Terms of Reference for Consultant

Minimum number of years of relevant experience required: 12+ years

Job Title: Senior Evaluation Consultant	
Division/Department: Office of Evaluation (OED)	
Programme/Project Number:	
Location: Home-based (with visits to FAO HQ as required)	
Expected Start Date of Assignment: 1 September 2015	Duration: 60 WAE (NTE: 31 March 2016)
Reports to: Name: Masahiro Igarashi	Title: Director, OED

GENERAL DESCRIPTION OF TASK(S) AND OBJECTIVES TO BE ACHIEVED

The FAO Office of Evaluation (OED) assures the effective operation of the evaluation system in the Organization. In mid-2014 OED issued a new evaluation manual, and is now embarking in the review/updating of its guidelines for thematic, country and project evaluations.

Under the overall guidance of the OED Director, the consultant will lead the review of the current guidelines for thematic, country programme and project evaluations, and when necessary, facilitate their updating/development. In doing so, the consultant will also ensure that the guidelines are aligned with the new FAO Strategic Framework and the 2014 evaluation manual, and that cross-fertilization and synergies among the different set of guidelines are maximized. Specifically, the consultant will undertake the following activities:

- Guide and support internal stock-taking exercises and literature reviews aimed at identifying best-fit practices and lessons learnt for the conduct of thematic, country and project evaluations.
- Support the completion of guidelines for country evaluations.
- Facilitate the review and development of guidelines for project evaluations.
- Lead the development of guidelines for thematic evaluations.

The honorarium will be paid strictly on the basis of the deliverables listed below, which should be of acceptable quality.

MINIMUM REQUIREMENTS

- Advanced university degree in evaluation, or other relevant socio-economic sciences.
- At least ten years of experience in the field of development and/o humanitarian evaluation.
- Proven experience in the development of evaluation guidelines.
- Excellent facilitation and writing skills.

Knowledge and experience using the UN Evaluation Group norms and standards and FAO evaluation guidelines is an asset.

KEY PERFORMANCE INDICATORS

Expected Outputs (in the format agreed with the relevant evaluation manager):	Required Completion Date:
a) Guidance for internal stock-taking and literature review provided.	a) September 2015
b) Internal stock taking exercises supported.	b) October 2015
c) Updated guidelines for country evaluations.	c) December 2015
d) Revised guidelines for project evaluations	d) January 2016

e) New guidelines for thematic evaluations. f) Records of all the primary data collected (interview minutes; list of people met, etc.).	e) February 2016 f) March 2016
<p>HOW TO APPLY</p> <p>Interested applicants are required to create an online Personal Profile Form (PPF) in iRecruitment. To create the PPF, please follow the instructions available at: http://www.fao.org/employment/iemployment-access/en/</p> <p>The PPF should be sent via e-mail to: Natalia.Acosta@fao.org</p> <p>Please write as subject: Senior Evaluation Consultant – OED Guidelines</p> <p>Application deadline: 31 May 2015</p> <p>Only short listed candidates will be contacted.</p>	