

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT CPE TEAM LEADER

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	UNFPA Vietnam Country Office
Purpose of consultancy:	<p>Following the UNFPA evaluation policy requirement of conducting a Country Programme Evaluation (CPE), in accordance with the technical guidelines of the UNFPA Evaluation Handbook, the CPE in 2025 will examine the 10th Country Programme (2022 – 2026) of UNFPA in Vietnam.</p> <p>The CPE aims to provide the UNFPA, national stakeholders & rights-holders, and a wider audience: (1) an independent assessment of the relevance, coherence, effectiveness, efficiency and sustainability of UNFPA support; (2) an assessment of the role played by the UNFPA Vietnam in the coordination mechanisms of the UNCT to enhance the United Nations' collective contribution to national development results, and (3) key conclusions from past and current cooperation and actionable recommendations for the next programme cycle.</p> <p>The CPE, conducted by a group of independent evaluators, also aims to enhance UNFPA Vietnam's capacity in result-based management (RBM) and to implement organization-wide strategies that foster a culture of evaluation and improve evaluation practices.</p> <p>UNFPA Vietnam is seeking to hire an international evaluation team leader who will take overall responsibility for carrying out the evaluation exercise and covering one of the thematic areas.</p>
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>The evaluation team leader will hold the overall responsibility for the design and implementation of the evaluation. S/he will be responsible for the production and timely submission of all expected deliverables in line with the ToR. S/he will lead and coordinate the work of the evaluation team and ensure the quality of all evaluation deliverables at all stages of the process. S/he will lead the drafting and presentation of the design report and the draft and final evaluation report, and play a leading role in meetings with the ERG and the CO. The team leader will also be responsible for communication with the CPE manager. Beyond her/his responsibilities as team leader, the evaluation team leader will serve as technical expert for one of the thematic areas of the country programme.</p> <p>The evaluation team leader will work under the supervision of the respective evaluation manager, who will provide methodological guidance to the evaluation team in developing the design report, in particular, but not limited to, defining the evaluation approach, methodology and work plan, as well as the agenda for the field phase. The evaluation team leader will be responsible for producing standard outputs and deliverables, including but not limited to those specified below:</p> <p>Design phase</p> <ul style="list-style-type: none"> • Design report- version 1 and PowerPoint presentation • Design report - version 2 • Final design report (see Evaluation Handbook, section 2.4.4) with stakeholder map, site selection, and field work agenda. <p>Field phase</p> <ul style="list-style-type: none"> • Photos (see Evaluation Handbook, Section 3.2.5) • Evaluation matrix • PowerPoint presentation for the debriefing meeting with CO and ERG <p>Reporting phase</p> <ul style="list-style-type: none"> • Consolidated Evaluation matrix • Evaluation report - version 1 and PowerPoint presentation

	<ul style="list-style-type: none"> • Recommendations worksheet • Evaluation report - version 2 • Final CPE report (see Evaluation Handbook, section 4.5) with PowerPoint presentation and audit trail <p>All the deliverables will be developed in English.</p>
Duration and working schedule:	The consultancy will be for 45 workdays from May to November 2025 (7 months).
Place where services are to be delivered:	The consultant will conduct most of their work remotely. Applicants who are not Vietnamese citizens must have a valid visa to travel to Viet Nam.
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	<p>The consultant will submit all deliverables and related documents/materials via email to the CPE manager, with a copy stored on Google Drive for future access.</p> <p>The evaluation team shall deliver UNFPA a hard copy of the report, including the tasks completed by the team members during the reporting period and the link to the deliverables and materials by the deadline below.</p> <ul style="list-style-type: none"> - Final Design report: 30 May 2025 - Draft evaluation report version 1: 30 August 2025 - Final CPE report: 30 November 2025 <p>Upon receiving a satisfactory report and payment request for the consultancy fee, UNFPA will proceed with the payment.</p>
Monitoring and progress control, including reporting requirements, periodicity, format and deadline:	<p>The CPE Manager will be responsible for monitoring the consultant's work and its progress. He will work closely with and support the consultant every week to ensure the quality of their work within the deadline as outlined in this TOR.</p> <p>The CPE Manager is the UNFPA focal point in reviewing the deliverables and the report submitted to provide comments and feedback to the consultant. Communication will primarily be via email, telephone, and Google Meet.</p>
Supervisory arrangements:	<p>The consultant will report to the CPE Manager.</p> <p>The CPE Manager will manage and monitor the overall progress of the evaluation, and consultancy payments will be released upon approval by the CPE Manager.</p>
Expected travel:	Travel is required for the field work and will be determined based on needs identified notably during the data collection phase.
Required expertise, qualifications and competencies, including language requirements:	<p>The competencies, skills and experience of the consultant should include:</p> <ul style="list-style-type: none"> - Master's degree in public health, social sciences, demography or population studies, statistics, development studies or a related field. - 10 years of experience in conducting or managing evaluations in the field of international development. - Extensive experience in leading complex evaluations commissioned by United Nations organizations and/or other international organizations and NGOs. - Demonstrated expertise in one of the thematic areas of the country programme covered by the evaluation. - In-depth knowledge of theory-based evaluation approaches and ability to apply both qualitative and quantitative data collection methods and to uphold high quality standards for evaluation as defined by UNFPA and UNEG. - Ability to ensure ethics and integrity of the evaluation process, including confidentiality and the principle of do no harm. - Ability to consistently integrate human rights and gender perspectives and disability inclusion in all phases of the evaluation process. - Excellent management and leadership skills to coordinate the work of the evaluation team, and strong ability to share technical evaluation skills and knowledge. - Ability to supervise a young and emerging evaluator, create an enabling environment for her/his meaningful participation in the work of the evaluation team, and provide guidance and support required to develop her/his capacity. - Experience working with a multidisciplinary team of experts. - Excellent ability to analyze and synthesize large volumes of data and information from diverse sources. - Excellent interpersonal and communication skills (written and spoken).

	<ul style="list-style-type: none"> - Work experience in/good knowledge of the region and the national development context of Viet Nam. - Fluent in written and spoken English.
<p>Inputs/services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:</p>	<p>UNFPA will:</p> <ul style="list-style-type: none"> - Coordinate to organise induction meetings for the consultant selected - Provide inputs and/or support in sharing documents and materials prepared by the consultant for comments - Facilitate and support logistics for technical meetings with partners in the UNFPA premises upon request. - Share with the consultants the relevant document and support access to the available sources of information during data collection - Provide administrative support for travel when requested.
<p>Other relevant information or special conditions, if any:</p>	<ul style="list-style-type: none"> • An individual consultant contract (ICC) will be signed by the consultant and UNFPA. • Interested consultants may register for the UNFPA global consultant roster: https://consultantroster.unfpa.org/web/consultant-roster/faqs. • The consultant is requested to complete the following online training courses and submit the certificates to UNFPA before signing the ICC: <ol style="list-style-type: none"> 1. BSAFE, (https://training.dss.un.org/course/category/6) 2. Fraud and Corruption Awareness and Prevention (https://extranet.unfpa.org/Apps/Antifraud/English/story_html5.html) 3. PSEA (Prevention of Sexual Exploitation and Abuse) (https://extranet.unfpa.org/Apps/PSEA2017/story_html5.html?lms=1) • The team leader must have their own laptop. • The consultant required to work from UNFPA premises and/or travel must submit a health statement 'fit for work and travel' from a certified physician/doctor before signing the ICC. • Payment in US dollars will be made three times upon receiving the CPE manager's acceptance of the deliverables and consultancy report. • COA: VNM10AY0-CPDDEVMON.PU0074.FPA90