

Terms of Reference

Posting Title: Project Evaluation Consultant

Department/Office: Division for Ocean Affairs and the Law of the Sea, United Nations Office of Legal Affairs (“the Division”)

Duty Station: Home based (remote work)

Type of Contract: Consultancy

Post Level: Consultant, Level B

Languages Required: English

Approximate Start Date: 8 July 2024

Duration: Approximately 37 days during a 4-month period (08/07/2024 to 07/11/2024).

Contract Sum: US\$ 16.000 (paid in three instalments upon the Division’s confirmation of completion of each deliverable)

1. The Programmes of Assistance

The Programmes of Assistance to Meet the Strategic Capacity Needs of Developing States in the Field of Ocean Governance and the Law of the Sea is a project implemented by the Office of Legal Affairs of the Secretariat of the United Nations through its Division for Ocean Affairs and the Law of the Sea (“DOALOS” or “the Division”), with funding provided by Norway, through its Norwegian Agency for Development Cooperation (Norad). The project provides support to developing States, particularly Small Island Developing States (SIDS), in building sustainable ocean-based economies through addressing critical capacity barriers at the regional and national levels, including with respect to the implementation of the 1982 United Nations Convention on the Law of the Sea (“UNCLOS”) and related frameworks.

The Programme of Assistance is composed of four major series of activities: (1) consultations with relevant regional intergovernmental organizations with a view to identifying capacity-building activities that would reinforce national and regional ocean governance programmes of work; (2) design and delivery of need-based capacity-building training courses; (3) analyses of national frameworks for ocean governance in selected beneficiary States (Ocean Governance Studies); and (4) facilitation of technical assistance for selected beneficiary States to implement key findings of the ocean governance studies.

2. The Evaluation of the Programmes of Assistance

a. Background

The project started in October 2020 and its deliverables include: the facilitation of ocean governing studies; the conduct of regional consultations with a large range of organizations from Pacific, Africa, Asia-

Pacific and Latin America; the delivery of regional training courses by DOALOS; and the support for four technical assistances in legal and policy drafting on topics related to ocean affairs.

As foreseen in the Agreement between the United Nations and Norad governing the project (“Agreement”), a final evaluation of the project’s outcomes and impacts shall be undertaken at the completion of the project.

b. Purpose of the Final Project Evaluation

The purpose of the final project evaluation is to contribute to the end of project reporting, which will document the project’s outputs and impacts after the four cycles.

The final evaluation will include:

- Performance assessment: an assessment of the project’s achievements via-a-vis the initial objectives in terms of relevance, efficiency, effectiveness and impact.
- Assess the validity of the Theory of Change proposed by the Programmes of Assistance.
- Lessons Learned: the identification of lessons learned and good practices that could be further explored in the future or replicated in other projects.
- Recommendations: provide specific recommendations to guide future projects of the Division and collaborations between DOALOS and Norad.

c. Approach and Methodology

The evaluation should follow the United Nations Evaluation Policy, as set out in its rules and regulations, including the *United Nations Regulations and Rules Governing Programme Planning, the Programme Aspects of the Budget, the Monitoring of Implementation and the Methods of Evaluation (ST/SGB/2018/3)*. It should be conducted in an independent, transparent, inclusive, participatory and impartial manner and focused on utilization. It should produce technically and methodologically credible findings that are useful and relevant to support ascertaining the relevance, efficiency, effectiveness, impact and sustainability of the project’s activities in relation to their initial objectives, considering the following criteria:

- Relevance: considers the appropriateness of the project’s objectives and achievements vis-a-vis the United Nations values and beneficiary States’ regional and national priority needs.
- Efficiency: relates to the cost efficiency of the project in achieving its initial objectives. It encompasses the extent to which the initial objectives were realized, considerations of the challenges encountered during the project’s implementation and strategies used to overcome these barriers.
- Effectiveness: assesses the efficacy of the project management mechanisms in facilitating the achievement of the projects’ outputs, the selection of beneficiary States, the reception of project activities by these States, and the identification of unplanned outputs.
- Impact: measures the regional and national potential intended and unintended changes produced by the project’s activities and the extend in which the project’s outputs could be inspirational to other regions/States.
- Sustainability: explores whether the project’s impact is like to spill over after its completion. It also involves evaluating the level of regional or national ownership of the project’s outputs by the beneficiary States.

Working in coordination with DOALOS and in consultation with the project' stakeholders, the consultant is expected to develop a methodology for the review, undertake the review, and provide a report on the findings of the review. While the consultant has scope to design the methodology, it should be based on a theory of change approach, framed by the UN/OECD DAC evaluation criteria drawing upon mixed methods (quantitative and qualitative). The methodology of the final evaluation should also be coherent with the methodology used in the Mid-Term Strategic Review of the DOALOS/Norad Programmes of Assistance, ensuring consistency for comparison and continuity between the two documents. In addition, the consultant should develop a proper data collection toolkit and consider, *inter alia*, more than one source of information (triangulation); quantitative and qualitative information; methodological challenges; and potential limitations in findings.

The consultant will have the overall responsibility for the quality and timely submission of the report. In coordination with DOALOS, the consultant will:

- Design an evaluation workplan (scope of the evaluation, data collection tools, methodology and approach of the evaluation);
- Conduct the evaluation; and
- Prepare an evaluation report describing the methodology, findings, lessons learned and recommendations.

d. Duties and Responsibilities

Under the overall supervision of the Director of the Division, the work of the Consultant shall be overseen by the Senior Legal Officer in charge of Capacity-Building and Trust Funds (the Head), and managed directly by the Programme Coordinator until September 2024, and an Associate Legal Officer, to whom the Consultant shall report.

e. Deliverables and Timeline

The final project evaluation is a part-time consultancy and does not require travel. It will last for approximately 37 days during a 4-month period (08/07/2024 to 07/11/2024). The consultant is expected to deliver the following outputs:

- Deliverable 1 (TBC): Evaluation workplan with a data collection toolkit;
- Deliverable 2 (TBC): Submission of draft report for review by DOALOS;
- Deliverable 3 (TBC): Final report including observations made by DOALOS.

Regular debriefing sessions will be held between DOALOS and the consultant to ensure satisfactory progress of the final evaluation report.

3. Requirements

In order to assure impartially and transparency, the evaluation is carried out by an external consultant retained for this specific purpose.

a. Competencies

Professionalism: Demonstrates integrity by modelling the United Nations' values and ethical standards. Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability. Treats all people fairly. Takes responsibility for incorporating gender perspectives. Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment. Exercises due professional care by considering the extent of work needed to achieve the evaluation. Ability to identify issues, formulate opinions and present conclusions and recommendations. Demonstrates professional competence and has the knowledge of evaluations standards and practices and risk assessment. The ability to analyze and interpret data in support of decision-making and convey resulting information to management. Demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results. Remains calm in stressful situations.

Communication: Speaks and writes clearly and effectively. Asks questions to clarify and exhibits interest in having two-way communication. Demonstrates openness in sharing information and keeping people informed.

Teamwork: Strong interpersonal skills, communication and diplomatic skills, ability to work in a team. Openness to change and ability to receive/integrate feedback.

b. Education

Advanced university degree (Master's degree or equivalent) in Public Policy, Public Administration, Marine Affairs, Ocean-related International Development, or other related fields. A first-level university degree in combination with five additional years of relevant work experience in project management and assessment may be accepted in lieu of the advanced university degree.

c. Work Experience

Proven experience (at least ten years) with programme formulation, monitoring and evaluation, applying relevant mixed-methods approaches to a variety of different modalities in international development cooperation, involving inter-governmental organizations and their governments and private sector counterparts. Professional expertise in international development cooperation and in programme/project management. Previous work experience in evaluations of UN system projects is a differential.

d. Languages

For this position, fluency in English with excellent drafting and communication skills, is required. Knowledge of French and/or Spanish is an advantage.

4. Schedule of payment

Disbursements will be made upon DOALOS certification of completion of the following:

- 30% after clearance of the evaluation workplan with a data collection toolkit.
- 30% after submission of draft report to DOALOS.
- 40% after submission of final report.

TO APPLY TO THIS CONSULTANCY

1. **Complete the application form available at the following link:**
<https://forms.office.com/e/hVU2MFK1LY>
2. **After completing the form, please send a CV and cover letter to**
luciana.fernandescoelho@un.org (with a copy to rachel.lucas@un.org and
doalos@un.org) with the email subject line “DOALOS/Norad: Project Evaluation”
The documents should be named as follows:
[surname of candidate]_CV
[surname of candidate]_cover_letter

Only applications that follow both stages of the application process will be considered.

Closing date: **8 May 2024**

Female candidates are strongly encouraged to apply.