|  |  |
| --- | --- |
| **JOB TITLE:**  | **M&E Office**  |
| **TYPE AND LEVEL OF CONTRACT:** | **Regular Consultant**  |
| **UNIT/DIVISION:** | Evaluation Unit/RBC |
| **DUTY STATION (City, Country):** |  Cairo     |
| **REPORT TO (Job title):** |  Regional Evaluation Officer      |
| **DURATION & START DATE:** |  11 Months- ASAP  |

**BACKGROUND AND PURPOSE OF THE ASSIGNMENT:**

As a major part of WFP’s accountability framework, evaluations assess the performance and results of WFP’s policies, strategies, programmes, and activities for accountability and learning to inform future direction. The Evaluation Policy 2016-2021 aims to strengthen WFP’s contribution to ending global hunger by embedding evaluation into the core of its culture, ensuring evidence-based decision making in all its work.

Under the direct supervision of the REO, the incumbent consultant will support the operationalization of Regional Evaluation Strategy approved in April 2018 and support the COs in the RBC region with the management and review of all evaluation process. The consultancy will support the RBC Regional Evaluation Unit which is facing exponential increased demand from support as 6 additional COs will start to engage in DE processes. The incumbent will also provide logistical and administrative support to the planned events in September 2018 (Global Child Nutrition Forum and EVALMENA) as organizing the second REVCO meeting.

The newly established Regional Evaluation Unit in RBC also seeks to support around the roll-out of the recently approved Regional Evaluation Strategy and of the other workstreams established by the Corporate Evaluation Strategy. Moreover, the recent Integrated Road Map (IRM) approach has substantially augmented the need for mainstreaming evaluations into WFP project design and planning. The position will support the Regional Evaluation Officer (REO) and RBC regional and country office management in meeting their responsibilities and accountabilities under the above-mentioned Policy and IRM requirements.

Under direct supervision of the REO, the Evaluation Officer will be expected to: 1) Support the implementation of the Regional Evaluation Strategy; 2) Support the REO in the provision of training, technical advice, quality support and coaching on evaluation across the Region, ensuring consistent application of the Evaluation Policy (2016 – 2021); 3) Analyze and document progress of RBC into the implementation of the Corporate Evaluation Policy; 4) Jointly with the REO, disseminate knowledge and lessons learned from programmatic evidence from evaluation

**ACCOUNTABILITIES/RESPONSIBILITIES:**

1. Analyse qualitative and quantitative data for planned evaluations in RBC and provide inputs to the Regional Evaluation Strategy and Regional Evaluation Plan;
2. Support the REO in the roll-out of Decentralized Evaluations Learnings at regional level;
3. Liaise with internal REVCO counterparts to ensure effective cross-functional collaboration;
4. Act as focal point on regional evaluation partnerships to leading to improved evidence;
5. Provide remote and in-country support to Country Offices staff, acting as a point of referral and assisting them with analysis and queries;
6. Provide REO with bi-monthly reports and key figures/data on evaluation for dissemination with REVCO members and RBC management;
7. Develop a tracking system for monitoring and managing decentralized evaluations management recommendations. Acting as the main master/focal point for the DE and updating HQ OEV;
8. Support REVCO RBC Secretariat and Chair in all administrative and organizational matters, including talking points, minutes, reports, and presentations.
9. Support mid-term reviews and thematic reviews which are intended for internal learning, strategic and operational decision-making.

**DELIVERABLES:**

1. Daily support is provided to those CO evaluation managers who are undertaking TORs, evaluation firm contracting and quality assurance of deliverables.
2. A tracking system (excel or online dashboard) is developed by the incumbent to assist RBC and REVCO in the tracking and management of all CE and DE evaluations (Regional Evaluation Plan)
3. Monthly update of all the excel tools developed by OEV HQ to track implementation and plans for decentralized evaluations in RBC is conducted.
4. Weekly analysis of status of follow-up actions by Country Offices to assure RBC management of implementation of Corporate and Regional
5. Quarterly Newsletter and disseminations (PPT) to foster evaluation use for programme colleagues is created.
6. **Remote and in-country support to**

|  |  |  |
| --- | --- | --- |
| **4P Theme** | **Capability Name** | **Description of the behavior expected for the proficiency level** |
| **Purpose** | **Understand and communicate the Strategic Objectives** | Understands WFP’s Strategic Objectives and the link to own work objectives. |
| **Be a force for positive change** | Flexibly adapts individual contributions to accommodate changes in direction from supervisors and internal/external changes (such as evolving needs of beneficiaries, new requirements of partners). |
| **Make the mission inspiring to our team** | Recognizes and shares with team members the ways in which individual contributions relate to WFP’s mission. |
| **Make our mission visible in everyday actions** | Sets own goals in alignment with WFP’s overall operations, and is able to communicate this link to others. |
| **People** | **Look for ways to strengthen people's skills** | Assesses own strengths and weaknesses to increase self-awareness, and includes these in conversations on own developmental needs. |
| **Create an inclusive culture** | Participates in open dialogue, and values the diverse opinion of others, regardless of background, culture, experience, or country assignment. |
| **Be a coach & provide constructive feedback** | Proactively seeks feedback and coaching to build confidence, and develop and improve individual skills. |
| **Create an “I will”/”We will” spirit** | Participates in accomplishing team activities and goals in the face of challenging circumstances. |
| **Performance** | **Encourage innovation & creative solutions** | Shows willingness to explore and experiment with new ideas and approaches in own work. |
| **Focus on getting results** | Consistently delivers results within individual scope of work on time, on budget and without errors. |
| **Make commitments and make good on commitments** | Commits to upholding individual accountabilities and responsibilities in the face of ever-changing country or functional priorities. |
| **Be Decisive** | Makes rational decisions about individual activities when faced with uncertain circumstances, including in times of ambiguity regarding information or manager direction. |
| **Partnership** | **Connect and share across WFP units** | Seeks to understand and adapt to internal or cross-unit teams’ priorities and preferred working styles. |
| **Build strong external partnerships** | Demonstrates ability to understand and appropriately respond to and/or escalate needs of external partners. |
| **Be politically agile & adaptable** | Portrays an informed and professional demeanour toward internal and external partners and stakeholders. |
| **Be clear about the value WFP brings to partnerships** | Provides operational support on analyses and assessments that quantifies and demonstrates WFP’s unique value as a partner. |

**QUALIFICATIONS & EXPERIENCE REQUIRED:**

|  |  |
| --- | --- |
| **Education:** | Advanced University degree in International Affairs, Economics, Nutrition/Health, Agriculture, Environmental Science, Social Sciences or other field relevant to international development assistance, or First University Degree with additional years of related work experience and/or trainings/courses. |
| **Experience:** | Recognized and certified experience in the field of monitoring and evaluation, preferably with NGOs, UN agencies.  |
| **Knowledge & Skills:** | Solid quantitative and qualitative analysis, capacity to crunch data and analyse in Excel, SPSS, Stata. Advanced IT literacy.  |
| **Languages:** | Fluency (level C) in English  |

**Cleared by Head of Unit (name/title & signature): Luca Molinas Regional Evaluation Officer**

…………………………………………………………………………………………………………… **Date:** ………………………

**Cleared by RBC HR (name/title & signature):**

…………………………………………………………………………………………………………… **Date:** ………………………