

## CONSULTANCY JOB OPENING

*Issued on: 2 November 2017*

ORGANIZATIONAL LOCATION:	UN-Habitat Regional Office for Asia & the Pacific
DUTY STATION:	Home-based, Colombo, Sri Lanka
FUNCTIONAL TITLE:	Evaluation of UN-Habitat's Country Programme in Sri Lanka Consultant
DURATION: START DATE:	Total 8 weeks over November 2017 to February 2018 From November 2017
SUPERVISORS / REPORTING ARRANGEMENT	Head of UN-Habitat HQs Evaluation Unit; Senior Human Settlements Officer, UN-Habitat Regional Office for Asia and the Pacific (ROAP); Country Programme Manager (CPM), UN-Habitat Sri Lanka
MISSION TO SRI LANKA:	December 2017 or January 2018 (2 weeks)
OUTPUT AND PAYMENT SCHEDULE:	1. Inception Report (15%) 2. Draft Evaluation Report (50 %) 3. Final Evaluation Report (35%)
CLOSING DATE:	12 November 2017

**Link to full TOR:** [http://www.fukuoka.unhabitat.org/vacancy/index\\_en.html](http://www.fukuoka.unhabitat.org/vacancy/index_en.html)

### **BACKGROUND**

The United Nations Human Settlements (UN-Habitat) is the lead United Nations agency for Cities and Human Settlements. The agency was established as the United Nations Centre for Human Settlements (UNCHS), through the General Assembly Resolution 32/162 of December 1977, following the first global Conference of United Nations on Human Settlements that was held in Vancouver, Canada, in 1976.

In Sri Lanka, cooperation between the Government and UN-Habitat has a long history, dating back to 1978, with UN-Habitat providing assistance to a range of national programmes and projects. UN-Habitat presently assists Sri Lanka in post disaster reconstruction, plantation housing, climate change and disaster risk reduction, water and sanitation, low income settlement upgrading, and urban planning.

As part of its contribution to sustainable development, UN-Habitat is committed to provide technical assistance to the government towards achieving the Sustainable Development Goals (SDGs), primarily towards Goal 11 of building inclusive, safe and sustainable cities and human settlements; while also contributing to several other SDG goals. UN-Habitat Sri Lanka is also increasing its collaboration with the Government and other stakeholders for sustainable urbanization and the implementation of the New Urban Agenda.

UN-Habitat adopts a participatory process in the implementation of its programs. All initiatives are developed and implemented in partnership with a range of key stakeholders. At the commencement of projects, effective partnerships are formed for collaborative decision making, problem solving and resource sharing.

In addition to direct implementation of housing and rural rehabilitation and development initiatives, the enhancement of professional and technical skills, and the delivery of need based humanitarian relief, UN-Habitat has supported government counterparts with technical assistance in policy, planning and urban management.

The diversity of UN-Habitat's experience across Sri Lanka reflects a key lesson learned over the past two decades of operation: the importance of operating at multiple levels from central government to districts, DS

divisions and villages addressing a range of issues. Core to UN-Habitat's work has been the importance of participation by all stakeholders, as embodied in UN-Habitat's 'people's process'.

At present, UN-Habitat has a presence in five districts of the country, including capital Colombo, the country team works closely with experienced field staff that are often from the areas in which the projects they manage are implemented, and are well placed to assess the situation on the ground, including possible local sensitivities.

UN-Habitat works closely with the United Nations Resident Coordinator for Sri Lanka and with other UN organizations at the strategic level to ensure better coordination and cooperation of programs.

### **Justification / Mandate of the Present Evaluation**

This evaluation intends to look at the effects of the UN-Habitat country programme in Sri Lanka, with a wider strategic focus with regard to accumulated effects over a longer time frame. It is conducted by UN-Habitat at the request of the country programme management.

The evaluation is conducted as part of UN-Habitat's efforts to ensure that UN-Habitat evaluations provide a full representation of its mandate and activities, including evaluation of both humanitarian and development interventions, and in-line with the 2015 Revised UN-Habitat Evaluation Framework document, requesting for more country programme evaluations with evidence of UN-Habitat's results at country level. Evaluation is integral to UN-Habitat's mandate and activities including programme planning, budgeting and implementation cycle and supports UN-Habitat to manage for results by assessing the extent to which UN-Habitat humanitarian type and development interventions are effectively delivering results.

The evaluation also responds to UN-Habitat's strategic policy on human settlements in crisis and sustainable relief and reconstruction framework, which has guided UN-Habitat's work in the humanitarian sector since 2004 post Tsunami and 2009 post conflict, which states that 'regular and periodic evaluation' of the policy should be undertaken.

### **Purpose and Objectives of the Evaluation**

The purpose of this country programme evaluation is to document and assess the results and accumulated effects of the UN-Habitat programme in Sri Lanka conducted with emphasis on the period from 2013 to 2017.

This evaluation will provide UN-Habitat management, its offices and staff responsible for project development and implementation in UN-Habitat country offices, regional offices and at headquarters; its governing bodies, donors and key stakeholders in Sri Lanka with a forward-looking objective assessment of the value-added by UN-Habitat, achievements, lessons, challenges and opportunities for UN-Habitat's operations in Sri Lanka.

### **Scope of the Evaluation and Sampling**

The evaluation is expected to assess the accumulated results of Sri Lanka country programme implemented by UN-Habitat, 2013-2017. The period 2013-2017 covers the current United Nation Development Framework for Sri Lanka.

Out of the projects identified in the portfolio, two projects with different characteristics will be reviewed in-depth with regard to results and accumulated effects at project level. The selected projects reflects UN-Habitat's vision on the three-pronged approach and its country mission, as well as, focus on improving livelihoods, cross-cutting issues, and availability of data, donor, and collaboration with other UN agencies.

### **RESPONSIBILITIES**

The three primary deliverables for the evaluation that are expected from the international consultant: 1) inception report with evaluation work plan, 2) draft evaluation report and 3) final evaluation report.

The evaluator will review the assignment outlined in the **terms of reference (TOR)** ([http://www.fukuoka.unhabitat.org/vacancy/index\\_en.html](http://www.fukuoka.unhabitat.org/vacancy/index_en.html)) and undertake an initial desk review, identify information gaps, redefine the methodology to be used in the evaluation and develop an inception report and evaluation work plan that will guide the evaluation process. The draft evaluation report must meet minimum requirements for draft reports. The evaluation report should follow the standard format of UN-Habitat Evaluation reports, putting forward the purpose, focus, scope, evaluation methodology, evaluation findings (with assessment of achievements and rating of performance according to evaluation criteria), lessons learned and recommendations.

The implementation phase of the evaluation will involve the overall data collection and analysis of the evaluation. The international consultant will conduct a field mission to the UN-Habitat Country Office in Colombo, Sri Lanka. The evaluation team, consisting of an international evaluation consultant and a supporting national consultant will be expected to undertake field visits, which will include consultations with beneficiaries of projects as well as visits to projects.

### **Lead Evaluator**

The evaluation shall be carried out by an international consultant supported by a national consultant during data collection and data analysis. The international consultant is responsible for the inception report with work plan, including that of the national consultant, quality of work and preparation of the evaluation report.

### **Responsibilities and Evaluation Management**

This evaluation is commissioned by UN-Habitat, and managed by the Evaluation Unit. The Evaluation Unit will manage the evaluation in close consultation with the country office management ensuring that the evaluation is contracted to suitable candidates; providing advice on code of conduct of evaluation; providing technical support as required; ensuring that contractual requirements are met; and approving all deliverables (evaluation inception report with work plan, draft and final evaluation reports).

The international consultant and the national consultant will be selected by the Evaluation Unit through a consultative process with ROAP and the Country Office. The international consultant will be contracted through ROAP. The national consultant will be contracted through the Country Office in Sri Lanka.

ROAP and the UN-Habitat Country Office in Sri Lanka will provide logistical support to the evaluation team. ROAP will be responsible for contracting of the consultant through UNOPS.

A reference group with members from the Evaluation Unit, the Country Office in Sri Lanka, the Regional Office for Asia and the Pacific (ROAP) and the Programme Division will be established for the purpose of this evaluation.

The evaluators are responsible for meeting professional and ethical standards in conducting the evaluation, and producing the expected deliverables as described in the terms of reference.

### **COMPETENCIES**

#### **Competencies:**

- **Professionalism:** Ability to perform a broad range of administrative functions, e.g., budget/work programme, human resources, database management, etc. Ability to apply knowledge of various United Nations administrative, financial and human resources rules and regulations in work situations. Shows pride in work and in achievements; demonstrates professional competence and

mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

- **Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.
- **Client Orientation:** Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients’ needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients’ environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

### **EDUCATION**

Advanced academic degree (Master or equivalent) in urban development, environment, gender, housing, infrastructure, governance, or related fields.

### **WORK EXPERIENCE**

The international consultant is expected to have:

- Extensive proven experience in conducting evaluations and delivering professional results, presenting credible findings derived from evidence and putting conclusions and recommendations supported by the findings. Examples of evaluation reports produced by lead evaluator to be included in expression of interest.
- More than 10 years of experience in results-based management, professional project management and monitoring and evaluation.
- *Please refer to the full TOR for additional requirements.*

### **LANGUAGE SKILLS**

Must be fluent in English; working knowledge of local language is an advantage.

### **REMUNERATION**

Payments will be based on deliverables over the consultancy period. There are set remuneration rates for consultancies. The rate is determined by functions performed and experience of the consultant. The fees will be paid as per agreement.

### **International Travel (Home – Colombo):**

The cost of a return air-ticket from the place of recruitment on least-cost economy and visa fee will be reimbursed upon submission of travel claim together with the supporting documents including copy of e-ticket, receipts and used boarding passes. Three quotations from the reputable travel agents shall be submitted for UN-Habitat’s clearance prior to purchase of tickets.

**Transportation:**

Such as vehicle arrangements for field visits will be covered by UN-Habitat.

Applications should include:

Cover memo (maximum 1 page)

- CV in the PHP format, accessible through the INSPIRA website ([inspira.un.org](http://inspira.un.org)) Please note, if using INSPIRA for the first time, you need to register in order to activate your account, which will allow you to log in and create a personal History Profile.

The PHP should be attached to the application as a PDF file.

- Summary CV (maximum 2 pages), indicating the following information:
  1. Educational Background (incl. dates)
  2. Professional Experience (assignments, tasks, achievements, duration by years/ months)
  3. Other Experience and Expertise (e.g. Internships/ voluntary work, etc.)
  4. Expertise and preferences regarding location of potential assignments
  5. Expectations regarding remuneration
- Cover memo (maximum 1 page)

\* PHP can be also download from UN-Habitat/ROAP-vacancy website: [www.fukuoka.unhabitat.org](http://www.fukuoka.unhabitat.org)

All applications should be submitted to:

UN-Habitat Regional Office for Asia and the Pacific  
ACROS Fukuoka, 8th Floor  
1-1-1 Tenjin Chuo-ku, Fukuoka, 810-0001 Japan  
[habitat.fukuoka@unhabitat.org](mailto:habitat.fukuoka@unhabitat.org)

Please indicate the Post Title: “**SRL-Evaluation of UN-Habitat’s Country Programme**” in your e-mail subject. Please note that applications received after the closing date stated below, will not be given consideration. Only short-listed candidates whose applications respond to the above criteria will be contacted for an interview. The fee will be determined according to the qualifications, skills and relevant experience of the selected candidate. In line with UN-Habitat policy on gender equity, applications from female candidates will be particularly welcome.

Deadline for applications: **12 November 2017**

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