

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

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 Viet Nam.</p> <p>The CPE aims to provide UNFPA, national partners, stakeholders and a wider audience with: (1) an independent assessment of the relevance, coherence, effectiveness, efficiency and sustainability of UNFPA’s support to the government of Viet Nam; (2) an assessment of the role played by the UNFPA Viet Nam 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 (CPD11).</p> <p>The CPE, conducted by a group of international and national independent evaluators, also aims to enhance UNFPA Vietnam's capacity in results-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 a national Young and Emerging Evaluator (YEE) to assist UNFPA and the evaluation team during the CPE process and the upcoming programming cycle.</p>
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>The selected consultant will be involved in all phases of the CPE, from the design and development of evaluation tools to data collection, reporting and dissemination of results. You will:</p> <ul style="list-style-type: none"> - contribute to the evaluation's methodological design and participate in the data collection and analysis work, being responsible for contributions to the evaluation deliverables in their/thematic area of expertise. - provide substantive inputs throughout the evaluation process by contributing to developing the evaluation methodology, work plan and agenda for the field phase, and participating in meetings with the CPE manager, UNFPA Vietnam CO staff, and the ERG. - undertake a document review and conduct interviews and group discussions with stakeholders, as assigned by the evaluation team leader. - facilitate coordination of evaluation activities, ensure smooth communication among team members and stakeholders, and provide comprehensive administrative and logistical support to the evaluation and dissemination processes. - coordinate with the thematic groups in the strategic planning phase to ensure that the CPE conclusions and recommendations are appropriately applied in developing the new Country Programme document (CPD). <p>Based on the needs, the Young and Emerging Evaluator will support the evaluation team members throughout the CPE under the guidance of the Evaluation Team Leader. Working under the supervision of the respective Evaluation Manager, the consultant will be responsible for producing standard outputs and deliverables, including but not limited to those specified below:</p> <p>Inception Report Preparation</p> <ul style="list-style-type: none"> • Assist with logistical arrangements for the CPE kick-off meeting with UNFPA and key stakeholders, including recording the meeting. • Support the evaluation team in collecting and reviewing relevant documentation on programme interventions, literature, policy documents, and guidelines, ensuring proper referencing for the final report. • Participate in meetings with team members, UNFPA Vietnam CO, and key stakeholders; take notes, record discussions, and share key takeaways and summaries with the team.

	<p><i>Deliverables:</i> Summaries of meetings and action points, an organised reference list of key documents, an accessible document repository for the team, and a summary of reviewed programme materials.</p> <p>Data collection, analysis and draft report of the evaluation</p> <ul style="list-style-type: none"> • Support the evaluation team in collecting secondary data for the desk study and assist in analysis. • Schedule interviews with identified participants by coordinating with team members, country offices (COs), and other stakeholders. • Manage travel arrangements for the evaluation team as needed. • Support team members in drafting the evaluation report and summarising key findings, ensuring adherence to UNEG norms and UNFPA Evaluation Handbook. • Organize and document evaluation meetings. <p><i>Deliverables:</i> Collected and analysed secondary data, coordinated evaluation activities and communication, scheduled interviews and managed participant coordination, arranged travel logistics, organised and documented evaluation meetings, and provided administrative and logistical support.</p> <p>CPE final report & dissemination, and CPD development</p> <ul style="list-style-type: none"> • Participate in the meeting with the ERG and support the evaluators in taking notes of comments. • Participate in key dissemination activities for different audiences. • Summarize CPE key findings and conclusions. • Act as liaison with CPD development team to facilitate the use of the recommendations for the new CPD. • other ad-hoc duties that support UNFPA in Viet Nam Country Office <p><i>Deliverables:</i> Meeting notes (ERG, dissemination and CPD), a summary report with infographics, and a list of CPE recommendations and actions integrated into the CPD.</p>
Duration and working schedule:	The consultancy will be for 40 workdays from April to November 2025 (8 months).
Place where services are to be delivered:	The consultant will likely conduct most of their work remotely, occasionally visiting the UNFPA Vietnam CO for meetings and checking in.
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 by email to the CPE manager with a copy (in MS-Office and/or PDF) on Google Drive for access later.</p> <p>The consultant shall deliver UNFPA a hard copy of the report, including the tasks completed during the reporting period and the link to the deliverables and materials by the deadline below.</p> <ul style="list-style-type: none"> - Inception Report Preparation: 30 May 2025 - Data collection, analysis and draft report of the evaluation: 30 August 2025 - CPE final report & dissemination, and CPD development: 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 and Evaluation Team Leader.</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.

<p>Required expertise, qualifications and competencies, including language requirements:</p>	<p>The competencies, skills and experience of the consultant should include:</p> <ul style="list-style-type: none"> - University degree or higher in social sciences, public health, population, international development, or other relevant studies. - At least 1 year of experience conducting evaluations, reviews, assessments, research studies or M&E work in international development. A certificate in evaluation or equivalent qualification is an advantage. - Experience working with a multidisciplinary team of experts. - Strong communication and interpersonal skills, with the ability to engage effectively with various stakeholders and express ideas and concepts clearly and concisely, both in writing and orally in English. - Good knowledge of the development systems in Vietnam. - Familiarity with UNFPA or other United Nations organisations' mandates and activities will be an advantage. - Fluent in written and spoken English and Vietnamese.
<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 sharing documents and materials prepared by the consultant for comments - Facilitate and support logistics for technical meetings with partners in the UNFPA premise 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 on-line 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 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 Vietnamese Dong, applied the UN exchange rate at the time of contract signing, will be made 3 times upon receiving the acceptance of the CPE manager for the deliverables and consultancy report. ● COA: VNM10AY0-CPDDEVMON.PU0074.FPA90