**TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT**

**(INTERNATIONAL)**

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| **TERMS OF REFERENCE (to be completed by the Hiring Office)** | |
| Hiring Office: | UNFPA Kazakhstan Country Office |
| Purpose of consultancy: | To take a lead for conducting an Evaluation of the Government of Kazakhstan/UNFPA Country Programme 2021-2025.  More detailed information on the purpose, objectives and scope is provided in the Annex I of the current TOR. |
| Scope of work:  *(Description of services, activities, or outputs)* | The evaluation team will consist of 2 consultants: an International Consultant and National Consultant.  More detailed information on the purpose, objectives and scope is provided in the Annex I of the current TOR.  The International Consultant will be responsible for the whole process of country programme evaluation and submission of all the deliverables.  The National Consultant will be providing necessary logistical support to the International Consultant in organizing online meetings with the government partners, implementing partners and academia. |
| Duration and working schedule: | 28 March – 21 June 2024 |
| Place where services are to be delivered: | Astana, Kazakhstan |
| Delivery dates and how work will be delivered (*e.g.* electronic, hard copy etc.): | 29 Mach – Induction meeting with the UNFPA Kazakhstan CO.  3 May – CPE Design Report and Power Point Presentation  24 May – Draft Evaluation report  3 June – Recommendation worksheet  21 June – Final Country Programme Evaluation report and Power Point presentation |
| Monitoring and progress control, including reporting requirements, periodicity format and deadline: |  |
| Supervisory arrangements: | Raimbek Sissemaliyev, the Assistant Representative will be functioning as the CPE manager and will supervise the consultants work |
| Expected travel: | No travel expected for international consultants.  The travels to Almaty and Turkestan is expected by the national consultant in May. |
| Required expertise, qualifications and competencies, including language requirements: | **Team leader (International consultant)**  The competencies, skills and experience of the evaluation team leader should include:   * 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 (see expert profiles below).** * 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 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. * 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). * Work experience in/good knowledge of the region and the national development context of Kazakhstan. * Fluent in written and spoken English and knowledge of Russian is an asset. |
| Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable: | UNFPA will ensure access to all the documents, such as country programme documents, annual workplans and annual reports, UNSDCF, etc. etc. More detailed list of documents is provided in the Annex I of the current TOR.  UNFPA CO will provide necessary support in arranging meetings with the government, non-government partners, academia and implementing partners.  UNFPA will support the national consultant with arranging the travel to Almaty and Turkestan |
| Other relevant information or special conditions, if any: | **Use of Artificial Intelligence (AI) in Independent Evaluation Office (IEO) work**  AI technologies cannot be used in the framework of this contract unless a prior written agreement is obtained from the IEO. Upon this prior agreement, the consultant is obligated to disclose the utilization of AI tools in evaluation and commits to upholding ethical standards and accuracy in the application of AI tools.   1. **Prior approval for utilization of AI tools:** The use of AI tools must be explicitly agreed upon and approved in writing by the IEO Director. 2. **Declaration of the utilization of AI tools:** If the use of AI tools in evaluation is agreed upon with the IEO, the consultant must be transparent and declare the use of AI tools in evaluation work and other work-related tasks, specifying the nature of AI usage. The AI tools utilized in work-related tasks must include only those tools that are vetted by the IEO. 3. **Verification of accuracy**: The consultant commits to diligently checking the accuracy of AI-generated results and assumes full responsibility for its reliability and validity. 4. **Ethical and responsible use**: The consultant is obligated to uphold ethical principles in the use of AI in work-related tasks, as well as relevant regulations that govern the use of AI in the UN system. This includes the [Digital & Technology Network Guidance on the Use of Generative AI Tools in the UN System,](https://unsceb.org/sites/default/files/2023-09/20230720%20DTN%20GAI%20Guidance%20-%20Meeting%20Report.pdf)  [Principles for the Ethical Use of Artificial Intelligence in the United Nations System](https://unsceb.org/sites/default/files/2022-09/Principles%20for%20the%20Ethical%20Use%20of%20AI%20in%20the%20UN%20System_1.pdf), and [UNFPA Information Security Policy](https://www.unfpa.org/sites/default/files/admin-resource/ITSO_Information_Security_Policy.pdf). The consultant commits to employing AI tools that adhere to principles of non-discrimination, fairness, transparency, and accountability. The consultant will adopt an approach that aligns with the principle of ‘leaving no one behind’, ensuring that AI tool usage avoids exclusion or disadvantage to any group. |
| Signature of Requesting Officer in Hiring Office:  Date: 11 March 2024 | |