

Call for expression of interest

Supporting national data collection for the Independent mid-term evaluation of the second phase of the ILO Global Flagship Programme on Building Social Protection Floors for All (2021 – 25)

Burundi, Indonesia and Rwanda

Project title	Independent mid-term evaluation of the second phase of the ILO Global Flagship Programme on Building Social Protection Floors for All (2021 – 2025)
ILO project codes	<i>Multiple donors</i>
Total project budget	US\$ 116,322,546 ¹
Development Partners	<i>Multiple donors</i>
Countries covered by the Programme	50 priority countries
ILO Administrative Office	Social Protection Department (SOCPRO)
ILO Technical Office	Social Protection Department (SOCPRO)
Type of evaluation	Independent
Timing of the evaluation	Mid-term
Application deadlines	Monday 9 May 2024
Type of contract	External Collaboration Contract
Post level	One national evaluation expert
Languages required	Proficiency in native language is required. Proficiency in English is required for Indonesia and Rwanda and French for Burundi.
Expected duration of the evaluation	The scope of effort is an estimated 5 days (in May 2024)

The ILO is currently undertaking an independent mid-term evaluation of the second phase of the ILO Global Flagship Programme on Building Social Protection Floors for All (2021-25) (Flagship Programme). An international evaluator is engaged to conduct the evaluation.

The evaluation seeks to engage national consultants to facilitate country level data collection in selected countries as they have the advantage of location, language and required flexibility in undertaking data collection in this situation. The evaluation will engage one national evaluator per country to facilitate country-level data collection in the following selected countries: **Burundi, Indonesia and Rwanda**. The tasks of the national consultant will include reviewing relevant country documentation, interviewing selected national stakeholders, drafting a synthesized report.

All tasks by the national consultants are meant to feed into the Independent mid-term Flagship Programme evaluation. The national evaluators/consultants will work as team members. The national consultant will work under the guidance of and report to the international evaluator.

Further details about the evaluation will be made available in the Terms of Reference, which will be shared with the contracted national evaluators.

¹ This amount includes the total budget of projects active in the second phase of the Global Flagship and some part was mobilised in the first phase of the Global Flagship.

Expected qualifications of prospective candidates

For this assignment, it is essential that the evaluator has knowledge of the [United Nations Evaluation Group's \(UNEG\) Norms and Standards for evaluation](#), the [ILO Policy guidelines for evaluation](#), in addition to a solid understanding of the [ILO's mandate](#), tripartite structure, gender and inclusion policies. Effective stakeholder engagement is a vital aspect for this evaluation.

Required qualifications and competences for national consultants

- At least a first-level or higher degree in a relevant field from a reputable university (social sciences, development studies, economics, management).
- A minimum of 3 years of relevant experience conducting country-level evaluations.
- Experience in the evaluation function of national and international organizations and a full understanding of the UN evaluation norms and standards.
- Technical background in social protection is an advantage.
- Strong understanding of the national developmental context, including gender equality and disability inclusion concerns.
- Proven skills in qualitative and quantitative data collection, especially for the purpose of evaluations.
- Excellent consultative, communication and interviewing skills, with experience conducting key informant interviews and focus group discussions.
- Excellent local language skills and strong writing skills in at least one of the ILO official languages (English, French and Spanish) are required; good knowledge of written English.
- No previous involvement in the design and implementation of the ILO Global Flagship Programme on Building Social Protection Floors for All.
- No relevant bias related to ILO or conflict of interest that would interfere with the independence of the mid-term evaluation.

Candidates intending to submit an expression of interest must supply the following information:

1. A statement specifying for which of the countries Burundi, Indonesia and/or Rwanda the candidate is applying for as national consultant;
2. A description of the candidate's skills, qualifications and experience are relevant to the required qualifications of this assignment;
3. A list of previous evaluations that are relevant to the context and subject matter of this assignment;
4. A statement confirming the availability to conduct this assignment and the daily professional fee expressed in US dollars;
5. A copy of the curriculum vitae (which must include information about the qualifications held by the candidate);
6. A statement confirming that the candidates have no previous involvement in the implementation and delivery of the project being evaluated, in addition to having no personal relationship with any ILO Officials who are engaged in the project; and
7. The names of two referees (including phone and email) who can be contacted.

The deadline to submit an expression of interest for undertaking the evaluation is **Monday 9 May 2024**. Please send an e-mail with the subject header "Evaluation of ILO's Flagship Programme" to the Evaluation Manager, **Ritash Sarna** (sarna@ilo.org).

Terms of Reference

Supporting national data collection for the *Independent mid-term evaluation of the second phase of the ILO Global Flagship Programme on Building Social Protection Floors for All (2021 – 25)*

1. Introduction

The ILO is currently undertaking an independent mid-term evaluation of the second phase of the ILO Global Flagship Programme on Building Social Protection Floors for All (2021-25) (Flagship Programme). An international evaluator (Ms Cristina Udelsmann Rodrigues) is engaged to conduct the evaluation. An ILO official (Mr Ritash Sarna) is responsible for managing the evaluation (Evaluation Manager).

The evaluation seeks to engage national consultants to facilitate country level data collection in selected countries as they have the advantage of location, language and required flexibility in undertaking data collection in this situation. The evaluation will engage one national evaluator to facilitate country-level data collection in the following selected countries: Burkina Faso, Burundi, Indonesia, Malawi, Rwanda, Senegal, Uzbekistan, Viet Nam and Zambia.

The ToR for national evaluators/consultants supplements the ToR for the Independent mid-term evaluation of the second phase of the ILO Global Flagship Programme on Building Social Protection Floors for All (Annex 1). All tasks by the national consultants are meant to feed into the Independent mid-term Flagship Programme evaluation. The national evaluators/consultants will work as team members. They will facilitate and undertake data collection at the country level.

The sections below outline the specificities of the assignment.

2. Required qualifications and competences

- At least a first-level or higher degree in a relevant field from a reputable university (social sciences, development studies, economics, management).
- A minimum of 3 years of relevant experience conducting country-level evaluations.
- Experience in the evaluation function of national and international organizations and a full understanding of the UN evaluation norms and standards.
- Technical background in social protection is an advantage.
- Strong understanding of the national developmental context, including gender equality and disability inclusion concerns.
- Proven skills in qualitative and quantitative data collection, especially for the purpose of evaluations.
- Excellent consultative, communication and interviewing skills, with experience conducting key informant interviews and focus group discussions.
- Excellent local language skills and strong writing skills in at least one of the ILO official languages (English, French and Spanish) are required; good knowledge of written English.
- No previous involvement in the design and implementation of the ILO Global Flagship Programme on Building Social Protection Floors for All.
- No relevant bias related to ILO or conflict of interest that would interfere with the independence of the mid-term evaluation.

3. Key tasks

- Participate in online briefings organized by the international evaluator and the evaluation manager.
- Review relevant country-level documentation to develop an overview of ILO's work during the second phase of the Global Flagship Programme on Building Social Protection Floors for All from 2021-25.

- In coordination with officials in the Universal Social Protection Department (SOCPRO) in headquarters and at the field-level (country offices and regional offices), organize interviews at the country level. The contact information of all ILO staff and representatives of constituents/stakeholders/partners to be interviewed will be made available by the Country Office and Regional Office in coordination with the Universal Social Protection Department. The national consultant will undertake a minimum of 10 interviews which must include ILO officials and constituents, including social partners.
- Undertake interviews using the interview tool provided by the international evaluator and develop summary transcripts, a list of interviews conducted, and fill out the data analysis matrix provided by the international evaluator. These products should be uploaded to the shared drive created by the international evaluator.
- Understanding the specific country context, the national consultant is welcome to propose to the international evaluator either some specific questions related to the country context or to propose adjustments to some questions to the country context, always in consultation with the international evaluator and with her final approval.
- Using the reporting template provided by the international evaluator, develop and submit a synthesized report. This should be uploaded to the shared drive created by the international evaluator. The national consultant should reply to the queries eventually raised by the international consultant in due time after receiving them.
- Support in following up on any specific issue identified by the international evaluator.
- Participate in the online stakeholder validation workshop.

4. Timeframe:

The assignment comes into effect from the day of signing the contract.

The total duration of the work is expected to take 5 (non-consecutive) days between start date of the contract and 31 May 2024, with the bulk of work to be performed in May. The findings of the country case studies will feed into the global independent evaluation, and therefore, all tasks and deliverables must be completed and shared with the international evaluator no later than 24 May 2024. Replies to comments and/or questions from the international evaluator should be sent back before 26 May 2024.

5. Key deliverables:

- **Product 1:** Detailed interview notes in one of the official languages of the ILO (English or French), but preferably in English, expected as soon as they are prepared, and no later than 15 May 2024 (x USD).
- **Product 2:** Draft summary report, in one of the official languages of the ILO (English or French), but preferably in English, using the template provided by the international evaluator, including a case study, expected no later than 20 May 2024. Final summary report and case study, including feedback from the international evaluator, expected no later than 24 May 2024 (x USD).

6. Management Arrangements

The national consultant will work under the guidance of and report to the international evaluator. The national consultant will work within the briefing provided and framework developed by the international evaluator (evaluation questions and reporting templates). The Evaluation Manager will facilitate this collaboration. For all administrative matters, as well as matters relating to logistics, the national consultant will communicate with the designated evaluation manager, who will serve as the first port of call for this assignment. The Universal Social Protection Department (SOCPRO) will handle all contractual arrangements with the evaluation team.

All draft deliverables are to be submitted to the international evaluator for review and feedback, following which the national consultant would finalize the deliverables.

7. Fee

On completion of the work to the satisfaction of the ILO and in accordance with the agreed timeframe, the consultant will be paid the total amount of **US\$ xx**, which will be the sole remuneration and includes provision for any incidental expenses.

Payment will be made in the following instalments:

100% of the fees paid upon receipt of satisfactory and timely submission of product 1 and product 2 listed above.

The consultant shall not in any circumstances be entitled to any payments other than those expressly provided.

Note:

- The contract will be an external collaboration contract with ILO.
- The national consultant is required to comply fully with the advisories issued by the local government and the UN regarding domestic travel and social distancing.
- The national consultant is required to sign the Code of Conduct Agreement together with the contract document.