



UN-INSTRAW Vacancy Announcement – (10 June 2010)

JOB DESCRIPTION

1. General information:

Post title: Expert in designing participatory methodologies for evaluating aid flows (Consultancy)

Duration: one month (full time consultancy)

Date required: 1 July 2010

Duty station: Home based

Payment: Consultants are requested to submit a technical and financial proposal for their work in this consultancy.

In the evaluation of candidacies the weight given to the technical and financial proposals is 49% and 51% respectively.

In order to be able to evaluate the technical offer, the panel will take into consideration:

- Methodology of work
- Working plan
- Feasibility to accomplish objectives and obtain results
- Previous work experience and knowledge, and education of the consultant.

2. Supervision:

The consultant will be working under the direct supervision of the UN INSTRAW Aid Effectiveness Project Coordinator, in close collaboration with the Community of Practice Specialist and under the overall supervision of the Social Affairs Officer.

Content and methodology of the supervision: , the consultant will have periodic virtual meetings with the supervisor in order to assess progress and performance.

3. Objective of the Consultancy

Develop a participatory methodology for evaluating aid flows by civil society from a gender perspective in 6 different countries (Cambodia, Guatemala, Peru, Morocco, Mozambique, and Viet Nam).

4. Duties and responsibilities

- 1- Develop the concept, structure and methodology to be used in preparing participatory evaluation reports of aid flows in selected countries from a gender perspective
- 2- Develop an agenda for conducting the evaluation in the selected countries
- 3- Define and provide methodological materials and intervention tools to undertake the evaluation in the selected countries
- 4- Outline contents to be included in capacity-development process to ensure civil society capacity to evaluate aid flows with a gender perspective.

5. Output expectations

- 1- A participatory evaluation methodology for evaluating aid flows by civil society from a gender perspective
- 2- Agenda document for conducting the evaluation in selected countries
- 3- Report and presentation of methodological materials and intervention tools
- 4- Outline of contents for capacity-development process.

6. Qualifications and Experience

Education: Advanced university degree (master level or equivalent) in Social Sciences or related studies, with a strong expertise in Development, Economic, Public Policy and Gender issues.

Languages: Excellent writing and editing skills in English and Spanish is a requisite. Knowledge of French and/or Portuguese is an asset.

Work experience: At least five years of demonstrable experience in Aid Effectiveness and Women's rights studies, as well as doing research and evaluations. Experience working with civil society, NGOs and other development and cooperation organizations. At least four years of experience in gender and development issues is also required.

General Skills:

- Excellent level of conceptual and analytical capacity is essential.
- Knowledge and understanding of theories, concepts and approaches relevant to programme/project management
- Proven knowledge (theoretical and practical) on evaluation methodologies
- Ability to explain complex issues in a simple way, to raise awareness in a participatory approach and in a consensual manner with respect for various levels of understanding, professional abilities and cultural differences.
- Excellent communication, reporting, capacity building and negotiating skills.

- Strong computer skills, including word processing, Internet, and email
- Able to work virtually, using communication technologies

7. How to Apply

Please send:

- 1) Technical and financial proposal,
- 2) a detailed CV, a cover letter,
- 3) a completed and signed UN Personal History Form and
- 4) a 2-page unedited writing samples - one in English and one in Spanish

by e-mail or fax to:

Cesar Nicolás Penson 102-A
Santo Domingo, Dominican Republic
Fax: (809) 685-2117
E-mail: applications@un-instraw.org
Website: <http://www.un-instraw.org/>

Deadline for receiving applications is **25 June 2010**.

Only short-listed candidates will be contacted. UN-INSTRAW will not respond to enquiries over the phone or by e-mail.