

Terms of Reference

Posting Title:	Consultant – mid-term project strategic review
Department/Office:	Division for Ocean Affairs and Law of the Sea, United Nations Office of Legal Affairs (DOALOS)
Duty Station:	Home based (remote work)
Type of Contract:	Consultancy
Post Level:	Consultant, Level B
Languages Required:	English
Starting Date: (date when the selected candidate is expected to start)	15 March 2023 (TBC)
Duration:	Part time (40 working days) 15 March to 15 June 2023 (TBC)
Contract Sum:	US\$ 12.000 (paid in three instalments upon the Division’s confirmation of completion of each phase)

1. The Programmes of Assistance

The Programmes of Assistance to meet the strategic capacity needs of developing States in the field of ocean governance and the law of the sea is a four-years project (from 1 October 2020 to 1 October 2024) implemented by the Office of Legal Affairs of the Secretariat of the United Nations through its Division for Ocean Affairs and the Law of the Sea (DOALOS), with funding provided by Norway, through its Norwegian Agency for Development Cooperation (Norad). The project provides support to developing countries, particularly Small Island Developing States (SIDS), in building sustainable ocean-based economies through addressing critical capacity barriers at the regional and national levels, including with respect to the implementation of the 1982 United Nations Convention on the Law of the Sea (“UNCLOS”) and related frameworks.

2. The Evaluation of the Programmes of Assistance

a. Background

The project has started in October 2020 and its activities have been carried out during 2021-2022. Thus far, ten ocean governing studies have been undertaken; 22 regional consultations have been conducted with a large range of organizations from Pacific, Africa, Asia-Pacific and Latin America; and three regional training courses have been delivered by DOALOS.

As foreseen in the Programmes of Assistance Agreement between DOALOS and Norad, a strategic review of its implementation shall be undertaken and a mid-term strategic review has been agreed to start in the first quarter of 2023.

b. Purpose of the Mid-Term Strategic Review

The mid-term strategic review of the project is a review carried out by an external consultant retained for this specific purpose. The main purpose of the review is to examine whether the project has met its overall objectives, as per the project documents and annual disbursements requests. By determining the level of the project's implementation at the mid-term, this review should constitute a valuable tool for the second half of the project cycle.

In this regard, the review aims at:

- Documenting the results and achievements of the overall project, as well as of each of its specific activities.
- Extracting lessons learned and capturing good practices.
- Reviewing the validity of the Programmes of Assistance Theory of Change.
- Assisting DOALOS and its partners to meet their accountability and learning objectives.

c. Approach and Methodology

The review should be conducted in an independent and impartial manner, and that it provides technically and methodologically credible findings that are useful and relevant to support evidence-based programme management and broader strategic decision making. The review should also be transparent, inclusive, participatory and utilization focused.

While not a full project evaluation, the methodology used should follow a theory of change approach, framed by the UN/OECD DAC evaluation criteria drawing upon mixed methods (quantitative and qualitative). Working in coordination with DOALOS and in consultation with the project stakeholders, the consultant is expected to develop a methodology for the review, undertake the review, and provide a report on the findings of the review. The consultant should develop a proper data collection toolkit and consider, *inter alia*, more than one source of information (triangulation); quantitative and qualitative information; methodological challenges; and potential limitations in findings.

The consultant will have the overall responsibility for the quality and timely submission of the report. In coordination with DOALOS, the consultant will:

- Design the inception report (scope, data collection tools, methodology and approach of the review).
- Conduct the review.
- Prepare a report on the findings of the review and provide recommendations for the project implementation for the second half of the project cycle.

d. Duties and Responsibilities

Under the overall supervision of the Director of the Division, the work of the Consultant shall be overseen by the Senior Legal Officer in charge of Capacity-Building and Trust Funds (the Head), and managed directly by the Programme Coordinator and an Associate Legal Officer, to whom the Consultant shall report.

e. Deliverables and Timeline

The strategic review is a part time consultancy that will commence on 1 February of 2023 and end 30 April 2023. The duration of the assignment is up to 40 working days and does not require travel. The consultant is expected to deliver the following outputs:

- Deliverable 1 (week 2): Inception report.
- Deliverable 2 (week 10): Submission of draft report for review by DOALOS.
- Deliverable 3 (week 13): Final report including observations made by DOALOS.

Weeks 1-2	* Week 1: Debriefing session. * Week 2: Deliverable 1 – Inception Report (design and methodology of the evaluation, identification of the data collection tools, work plan) and clearance by DOALOS.
Weeks 3-10	* Week 3: Commencement of data gathering. * Week 10: Deliverable 2 – Draft Report.
Weeks 11 -13	* Week 13: Deliverable 3 – Final Report and clearance by DOALOS.

Regular debriefing sessions will be held between DOALOS and the consultant to ensure satisfactory progress.

3. Requirements

a. Competencies

Professionalism: Demonstrates integrity by modelling the United Nations’ values and ethical standards. Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability. Treats all people fairly. Takes responsibility for incorporating gender perspectives. Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment. Exercises due professional care by considering the extent of work needed to achieve the evaluation. Ability to identify issues, formulate opinions and present conclusions and recommendations. Demonstrates professional competence and has the knowledge of evaluations standards and practices and risk assessment. The ability to analyze and interpret data in support of decision-making and convey resulting information to management. Demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results. Remains calm in stressful situations.

Communication: Speaks and writes clearly and effectively. Asks questions to clarify and exhibits interest in having two-way communication. Demonstrates openness in sharing information and keeping people informed.

Teamwork: Strong interpersonal skills, communication and diplomatic skills, ability to work in a team. Openness to change and ability to receive/integrate feedback.

b. Education

Advanced university degree (Master's degree or equivalent) in Ocean Law and Policy, Marine Affairs, Ocean-related International Development, Public Administration and Management or other related fields. A first-level university degree in combination with five additional years of relevant work experience in project management and assessment may be accepted in lieu of the advanced university degree.

c. Work Experience

Proven experience (at least ten years) with designing and conducting international development evaluations that apply relevant mixed-methods evaluation approaches to a variety of different modalities in international development cooperation, involving inter-governmental organizations and their government and private sector counterparts and meet relevant international standards. Professional expertise in international development cooperation and in programme/project management. Previous work experience in the UN system is highly desirable.

d. Languages

For this position, fluency in English with excellent drafting and communication skills, is required. Knowledge of French and/or Spanish is an advantage.

4. Schedule of payment

The consultant shall be paid the consultancy fee upon completion of the following milestones.

- 30% after clearance of the inception report by DOALOS.
- 30% after submission of draft report to DOALOS.
- 40% after submission of final report.

TO APPLY TO THIS CONSULTANCY:

Please send an email to rachel.lucas@un.org (with a copy to doalos@un.org).

Closing date: 30 January 2023