TERMS OF REFERENCE
For Engagement of an Evaluation Expert

Title of Assignment: EVAL 2020-01 Evaluation of the Regional Bureau for Arab Countries

Name of unit/sector: Evaluation Section, Internal Oversight Division

Place of Assignment: Home based

Expected places of travel: Geneva, Switzerland, with country visits in the MENA Region (TBD)

Expected duration of assignment: March 6 to July 31, 2020

Application deadline: February 21, 2020, 11:59:00 PM

1. Objective of the assignment

1. Internal Oversight Division has foreseen contracting one evaluation expert for 48 working days distributed between March 6 and July 31, 2020. The selected expert will undertake the Evaluation of the Regional Bureau for Arab Countries in collaboration with the Evaluation Section task manager as defined in this ToRs and the evaluation TOR.

2. Deliverables/services and expected outputs

2. Four deliverables are expected out of this evaluation:

(a) Deliverable 1: An inception report

3. The inception report should summarize the desk review, monitoring data, define theory of change evaluation framework, and specify the evaluation methodology, detailed evaluation question matrix, list of stakeholders, sampling strategy, data collection instruments including interview protocols and survey templates for internal staff and external stakeholders.

4. As part of this phase, the evaluator will undertake preliminary interviews with WIPO staff and make the necessary arrangements for engaging external stakeholders in the evaluation process.

(b) Deliverable 2: Draft evaluation report

5. The full-fledged draft report will follow the UNEG Quality Checklist for Evaluation Reports and the IOD, Evaluation Section evaluation report template. The evaluator will combine quantitative and qualitative research methods.
6. Data collection tools should include a representative sample of individual staff and external stakeholders’ interviews, workshops. The consultant will need to provide written interview records and stakeholders’ survey analysis.

7. The evaluator will be in charge of undertaking the survey distribution and analysis will be done by electronic means. The evaluator will be responsible for arranging meetings for interviews, data gathering and analysis.

(c) Deliverable 3: Final evaluation report

8. Drafting, and editing, of the evaluation report following the UNEG Quality Checklist for Evaluation Report\(^1\) and the Evaluation Section report template.

9. The final report should include the following elements:

(a) Executive summary

(b) Introduction of evaluation, a brief description of the project, the scope of the evaluation and clear description of the methodology used.

(c) The report should respond to the questions, as defined in the ToRs according to evaluation criteria. Moreover, each section of the report should include conclusions and recommendations drawn from the assessment of findings.

(d) A matrix of clearly linked findings, conclusions, and recommendations following the evaluation criteria as per ToRs.

10. All deliverables must comply with the UNEG Quality Checklist for Evaluation Report\(^2\), the IOD Evaluation Section report template, the United Nations Evaluation Group Norms and Standards\(^3\) and IOD Evaluation Section guidance documents.

11. All evaluation assessments must be supported by facts and findings, direct or indirect evidence, and well-substantiated logic. The proposed recommendations must be supported by the findings and be relevant, specific, realistic, actionable, and time bound.

12. Depending on the evaluation process, the task manager might assign the external expert with other relevant tasks during the design and implementation of this evaluation. All evaluation products will be issued in English.

3. Description of duties

13. The contracted evaluation expert reports to the evaluation task manager. The evaluator is responsible for the evaluation design, data collection, analysis and reporting as provided in this ToRs. The evaluator will submit a copy of the edited final report to the WIPO Evaluation Section.

14. The evaluator shall act independently, in line with the UNEG Ethical Guidelines and in her/his capacity and not as a representative of any government or organization that may present

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\(^1\) http://uneval.org/document/detail/607

\(^2\) http://uneval.org/document/detail/607

\(^3\) http://uneval.org/document/detail/1914
a conflict of interest. She/he will have no previous experience working with the initiative or of working in any capacity linked with it.

15. The evaluator needs to integrate gender equality in evaluations to the extent possible. In case of difficulties, uncertainties, or concerns in the conduct of the evaluation, the evaluator needs to report immediately to the evaluation task manager and the Head of the Evaluation Section to seek guidance or clarification.

16. It will be responsibility of the Program Managers and the Evaluation Section to ensure management engagement throughout the process and timely feedback in the quality assurance and factual clarification on the draft and final reports.

4. **Timetable**

17. The total duration of the evaluation is equivalent to 48 working days and will take place between 1/03/20 and 31/07/20.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Desk research and study of relevant documentation</td>
<td>3</td>
</tr>
<tr>
<td>Preparation of data collection tools and inception report</td>
<td>7</td>
</tr>
<tr>
<td>Interviews with WIPO staff and collaborators</td>
<td>2</td>
</tr>
<tr>
<td>Interviews inter-alia with external stakeholders including Geneva based Permanent Missions, selected Intellectual Property Offices, beneficiaries of WIPO’s initiatives</td>
<td>10</td>
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<tr>
<td>Missions to selected countries in the Arab Region</td>
<td>9</td>
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<tr>
<td>Data analysis for draft report writing</td>
<td>8</td>
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<tr>
<td>Preparation and presentation of findings, conclusions and recommendations matrix</td>
<td>2</td>
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<tr>
<td>Revision of report based on comments provided by the ES and Management</td>
<td>2</td>
</tr>
<tr>
<td>Final report writing</td>
<td>5</td>
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</tbody>
</table>
5. **Monitoring and progress control**

18. The evaluator will submit the **inception report** by March 31, 2020.

19. The evaluator will present the preliminary findings, conclusions, and recommendations to the evaluation section and management by June 8, 2020, and before submission of the draft report.

20. The **first draft report** should be presented to the evaluation section and relevant stakeholders for quality assurance and factual corrections at least 3 weeks before the deadline for the submission of the final report by June 8, 2020. The consultant will revise the report following the comments of IOD. The **revised draft report** will be shared with Program managers (PMs) for comments by June 29, 2020. The consultant shall revise the report following the PMs comments. IOD will assess the quality of the evaluation report and the final evaluation report will be issued.

21. The deadline for submission of final report, after considering comments from the PMs, will be July 20, 2020.

22. The contract concludes, and payment is issued upon satisfactory receipt of deliverables and outputs as described above.

6. **Required skills and experience**

23. The selected expert to work on this evaluation shall have the following expertise:

   (a) **Education:** Advance university degree in evaluation desirable, alternatively social, economics, development studies, social science, or related field.

   (b) **Experience**

      (i) At least 10 years of experience in conducting evaluations including evaluations in the Middle East and North Africa (MENA) region, including team leader experience

      (ii) Experience in conducting evaluations for partnerships programs between international agencies and national government institutions

      (iii) Understanding of intellectual property (IP) including and practices in the MENA region is desirable

      (iv) Demonstrated understanding in IP and gender mainstreaming in the MENA context is desirable

      (v) Experience in quantitative and qualitative evaluations;

      (vi) Ability to conceptualize, analyze, and draw evidence-based findings, conclusions, and recommendations;

      (vii) Excellent communication, writing and report presentation skills including experience with data visualization, infographics and other visual aid;
Fluency in oral and written English, is essential. Fluency in oral and written Arab is highly desirable and Fluency in oral and written French is desirable.

7. **Condition of service**

24. The evaluator will serve under the contract for the services of an individual contractor as detailed in the applicable WIPO rules and regulations. WIPO is entitled to all intellectual and other property rights deriving from this exercise.

8. **Payment of the consultancy fee**

25. The evaluation consultant’s fee will be paid in line with the following schedule and upon acceptance (part of the quality assurance process) by the ES and Director IOD of the deliverables and outputs mentioned in the ToRs.

   (a) Upon acceptance of Inception report: 20%

   (b) Upon acceptance of draft report: 40%

   (c) Upon acceptance of final evaluation report: 40%

For consultants outside Geneva, the evaluation section will cover a maximum of two airfares to Geneva and a maximum of three airfares to other countries in the MENA region in economy class and DSA as per WIPO rules.

9. **How to apply?**

26. Interested applicants are required to provide the following:

   (a) Detailed CV with the name of two references (Only references of the final candidate will be contacted);

   (b) A sample of two recent strategic or thematic evaluation reports in the MENA context authored by him/her.

27. This is a home based consultancy assignment with a maximum of five working missions.

28. Applications with the above details should be sent to julia.engelhardt@wipo.int copying adan.ruiz@wipo.int.

29. The deadline for submitting the applications is February 21, 2020.