

DPMI Plus Proposal

Description of field placement

Organization: UN Women Independent Evaluation Service

Duty Station: Regional Office for Asia and the Pacific (Bangkok, Thailand)

UN Women works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action, and peace and security. The Independent Evaluation Service (IES) of UN Women based in the New York City headquarters serves as the custodian of the evaluation function in line with United Nations Evaluation Group (UNEG) Norms and Standards, with Regional Evaluation Specialists (RES) deployed to each Regional Office (RO) to support the evaluation function. The evaluation function within the Regional Office for Asia and the Pacific (ROAP) works to:

- Support corporate evaluations and promotes their use in decision making and program design;
- Manage and facilitates decentralized evaluations for improved programming and evidence generation;
- Support evaluation capacity development within various UN Women offices and of regional and country partners;
- Promote coordination within the UN system on joint evaluation of gender equality and the inclusion of gender in system-wide evaluations

Role overview

Title: Program Evaluation Intern

Dates of service: May- November 26

The Program Evaluation Intern provides full-time support to the RES for the ROAP during a six-month period. A work plan with achievements and learning outcomes for the duration of the internship was agreed upon at the start of the role.¹

Core bodies of work include:

1. **Program Presence Portfolio Evaluation (PPPE):** Support the preparation and management of a PPPE for the AP, including scoping research and interviews, stakeholder analysis, portfolio review, ToR development, evaluation reference group (ERG) management, consultant procurement, quality assurance of evaluation deliverables, and strategy for dissemination.
2. **Regional Evaluation Strategy:** Support the development and dissemination of the ROAP regional evaluation strategy through desktop research and analysis of key learnings and recommendations outlined in key UN Women documents.
3. **National Capacity Development (NECD):** Support NECD through stakeholder mapping of evaluation associations and potential partners as well as the development of a corresponding strategy for engagement.
4. **Safe Cities Impact Evaluation²:** Support the management of an impact evaluation of UN Women's flagship programme Safe Cities in Papua New Guinea, including management support, quality assurance of deliverables, and development of products to facilitate learning.
5. **Evaluation Usage³:** Advance the AP Regional Evaluation Strategy recommendations relating to evaluation usage through data collection using an appreciative inquiry design methodology.

General Support: This role also provides other assistance to the RES and IES as required, such as event coordination, assistance with UN Women evaluation monitoring and reporting systems, facilitating meeting coordination with key external and internal stakeholders, writing IES newsletter articles, developing presentations and speaking points, and the review of evaluation products for quality assurance.

¹ See Appendix 2.

² Support for this evaluation is pending.

³ Tentative pending availability of time due to other projects.

Academic Deliverables

This DPMI+ placement is being taking for **6 credits**, which therefore requires a minimum of **135 hours** of total work time on identified deliverables (excluding all non-deliverable work tasks). Final academic deliverables will be submitted to Beryl Levinger and Carolyn Meyer via e-mail by **December 14**.

<i>Deliverable</i>		<i>Description</i>	<i>Estimated Hours</i>	<i>Completion Date (all 2018)</i>
1.	Proposal	Description of field project and academic deliverables. (1-3 pages)	4	10 September
2.	Introductory Narrative Report	Provide contextual information for why deliverables are appropriate for the organization and a rationale for how they relate to the DPMI curriculum and/or other key skills honed or acquired within IPD coursework. (1-3 pages)	6	14 December
3.	Case Study	Illustrate how academic deliverable(s) is/are integrated into the organization, including a personal reflection on the DPMI+ experience which will be shared with MIIS faculty and students. (1-5 pages)	6	14 December
Program Presence Portfolio Evaluation (PPPE)				
4.	Country Profiles	<p>Systematic analysis of key UN Women strategies and policies for the recent Strategic Note (SN) period (2014-2018) for each of the 9 countries included in the evaluation, including global and country-level strategies, annual reports and work plans, and financial data.</p> <p>KIIs with relevant UN Women staff for qualitative insights and quality assurance purposes.</p> <p>Qualitative insights used to guide ToR development in Scoping phase and inform final evaluation design in Inception phase. (Approx. 2 pages per country = ~18 pages)</p>	90 (~10 hrs. total per country)	20 June
5.	Terms of Reference (ToR)	<p>Support development of PPPE and ERG ToRs leveraging quantitative and qualitative insights to develop Background, Description of Programmes, Program Work Clusters sections. Provide quality assurance support to all other ToR sections.</p> <p>Support creation of ERG management tools and communication products; manage solicitation of ToR feedback from ERG and other key stakeholders using established UN Women IES tools.</p>	32	2 July (PPPE) 27 July (ERG)
6.	Consultant Procurement	Conduct review and scoring of external evaluation team proposals and justification narrative for selection choice using established UN Women IES tools and methodology, including assessment of qualifications, review of proposed evaluation design, and financial proposal; Support contract development and evaluation onboarding document package.	32	20 August

7.	Key Informant Interviews	Support development of KII guides tailored for specific stakeholder groups to be used as data collection tools, both at the Scoping and Data Collection phases, and the provision of quality assurance for evaluation Metaquestions.	6	9 September
Regional Evaluation Strategy				
8.	Evaluation Strategy	Develop Background, Situational Analysis, Context, Strategy, and Recommendations mapped to the UN Women Strategic Priorities (ToC) for the ROAP M&E function using insights gathered from the synthesis and analysis of key UN Women policies, strategies, and learnings previous evaluations. Solicit data from UN Women colleagues to support development of MERP for the next ROAP SN cycle (2019-2022).	150	1 October
10.	Presentation and Dissemination Strategy	Develop appropriate dissemination tools to solicit feedback from UN Women leaders at the ROAP and HQ, as well as M&E Focal Points at the RO, CO, and PPO levels.	16	20 November
National Evaluation Capacity Development				
11.	Stakeholder Mapping	Conduct Stakeholder Mapping exercise of professional evaluation associations and other potential partners within government, civil society organizations, and academia. <i>Support ToC Results Area #4</i>	16	20 November
12.	Recommendations and Engagement Strategy	Develop recommendations for the ROAP M&E function to engage and build national evaluation capacity with strategic partners identified within the Stakeholder Mapping exercise.	16	20 November
Evaluation Usage Strategy				
13.	Situational Analysis and Problem Tree	Leverage recommendations and insights from the AP Regional Evaluation Strategy to develop an updated Situation Analysis and Problem Tree for evaluation usage. <i>Support ToC Results Area #5.</i>	24	25 November
14.	Appreciative Inquiry Design	Design data collection instrumentation following appreciative inquiry methodology to solicit qualitative and quantitative data from UN Women key staff and external stakeholders.	15	25 November
Total Approximate Hours:			413	

Appendix 1

Acronyms

AP	Asia Pacific
ERG	Evaluation Reference Group
CO	Country Office
IES	Independent Evaluation Service
IPD	International Policy and Development
KII	Key Informant Interview
MERP	Monitoring, Evaluation, and Research Plan
MIIS	Middlebury Institute of International Studies
NECD	National Evaluation Capacity Development
PPO	Program Presence Office
PPPE	Program Presence Portfolio Evaluation
RES	Regional Evaluation Specialist
ROAP	Regional Office for Asia and the Pacific
RO	Regional Office
SN	Strategic Note
ToC	Theory of Change
ToR	Terms of Reference
UNEG	United Nations Evaluation Group

Intern Work Plan

Position: Program Evaluation Intern, UN Women Independent Evaluation Service
Duration: Six months between May and November
Duty Station: Bangkok, Thailand, Regional Office for Asia & the Pacific
Time: The work will be full time with an expected amount of 40 hours per week

Under the direct supervision and guidance of Sabrina Evangelista, Regional Evaluation Specialist, the intern will assist the Independent Evaluation Service team and in various UN Women activities and other duties. A work plan with achievements for the duration of the Internship and learning opportunities will be agreed upon.

I. Terms of Reference at Start of Internship: Duties and Responsibilities

6. **Program Presence Portfolio Evaluation:** Support the preparation and management of a Regional Program Presence Portfolio Evaluation, including scoping research and interviews, stakeholder analysis, portfolio review, ToR development, evaluation reference group (ERG) management, consultant procurement, quality assurance of evaluation deliverables, and strategy for dissemination.
7. **Regional Evaluation Strategy:** Support the development and dissemination of the ROAP regional evaluation strategy through desktop research and analysis of key learnings and recommendations outlined in key UN Women documents.
8. **National Capacity Development:** Support national evaluation capacity development through a stakeholder mapping exercise of evaluation associations and potential partners as well as draft a corresponding strategy for engagement.
9. **Safe Cities Impact Evaluation:** Support the management of an impact evaluation of UN Women's flagship programme Safe Cities in Papua New Guinea, including management support, quality assurance of deliverables and development of products to facilitate learning.
10. **Evaluation Usage:** Advance AP Regional Evaluation Strategy recommendations relating to evaluation usage through data collection using an appreciative inquiry design methodology. *(added August)*
11. **General Support:** Provided other assistance for the independent evaluation service as required, such as supporting events, evaluation monitoring and reporting systems, and reviewing evaluation products.

II. Qualifications and Experience at Start of Internship

1. Demonstrated ability in analysis and synthesis of information an asset.
2. Professional experience in monitoring and/or evaluation of programmes preferably in the development context an asset.
3. Experience working on gender equality and human rights programming an asset.
4. Experience related to UN Women's mandate and activities an asset.
5. Initiative, sound judgment and demonstrated ability to work harmoniously with staff members of different national and cultural backgrounds.
6. Fluency in English required, working knowledge of another UN official language desirable.

III. Learning Elements required as part of Internship experience

- 1. Increased understanding of UN Women's work and the UN system*
- 2. Learning different aspects of program evaluation planning and management processes*
- 3. Increased knowledge of issues related to program evaluation coordination in an international, regional office context*
- 4. Meeting and networking with colleagues in other UN Women units and other UN agencies*
- 5. Work effectively as a team member in a multicultural setting*

IV. Key Achievements by End of Internship

- Completed ToR for Regional Program Presence Portfolio Evaluation
- Completed Regional Evaluation Strategy and corresponding communication products
- Completed analysis and strategy for national evaluation capacity development
- Contribution to impact evaluation of UN Women's flagship programme Safe Cities in Papua New Guinea

V. Key Achievements by End of Internship by Competency

1. Appropriate and Transparent Decision Making:

- Demonstrated corporate knowledge and sound judgement
- Facilitated and encouraged open communication

2. Communication and Information Sharing:

- Surfaced conflicts and addressed them proactively, directing energy towards a mutually acceptable solution
- Produced clear and effective communication products (written and oral)
- Interpreted key messages for and from partners with cultural sensitivity

3. Development and Innovation:

- Took charge of self-development and showed initiative
- Learned about agency, its processes, structure, challenges, and environment
- Developed work plans
- Executed activities in a timely manner, meeting deadlines and reacting quickly when necessary

4. Client Orientation

- Proactively informed clients, preventing loss of time and errors
- Responded to questions, resolved problems, and helped provide accurate information
- Identified, understood, and addressed partner needs