

# SHORT-TERM TEAM LEADER FOR PROJECT EVALUATION

## ACTED IN UKRAINE

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ACTED is a non-governmental organization with headquarters in Paris, founded in 1993. Independent, private and not-for-profit, ACTED respects a strict political and religious impartiality and operates according to principles of non-discrimination and transparency.

Present in Ukraine since 2015, ACTED provides some of the most vulnerable conflict-affected people with emergency cash assistance to help meet their food security, winterization and other basic needs.

## SCOPE AND PURPOSE OF THE ROLE

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ACTED is looking for an experienced evaluator to lead an internal final project evaluation jointly with ACTED's in-country Appraisal, Monitoring and Evaluation team. This evaluation will preferably be conducted in-person with coming to Ukraine (Kyiv and field offices in Sloviansk and Sieverodonetsk), however complete remote modality will also be considered. Tentative duration of the evaluation is 30-35 Full-Time Equivalent days.

The main objective of this evaluation is to provide ACTED and the donor with an assessment of a humanitarian food security project, its design, implementation and results. The aim is to determine the relevance, and fulfillment of objectives, efficiency and effectiveness of the project. The evaluation should provide information that is evidence-based, credible and useful, enabling the incorporation of lessons learned into the future decision-making processes of ACTED and the donor.

The Team Leader:

- Lead the ACTED AME Team, to develop project evaluation methodology and tools, in line with the terms of reference approved by ACTED HQ,
- Develop plans for and supervise all necessary primary data collection;
- Lead on primary and secondary data analysis, with the support of ACTED AME and programme teams.
- Draft final evaluation report.

The team leader will be able to rely on ACTED Human and Operational resources to complete his/her mission.

## EXPERTISE REQUIREMENTS

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The team leader should have the following background:

- Post- graduate qualifications in humanitarian studies or relevant area
- Experience in project Monitoring and Evaluation, in particular cash distribution projects
- Strong knowledge and/or demonstrated experience in designing and conducting similar monitoring and evaluation activities in insecure contexts is required
- Excellent knowledge of the Ukrainian context, especially in terms of security, and culture is required
- Strong analytical skills and ability to clearly synthesize and present findings
- Excellent written and oral English essential
- Excellent written and oral Russian/Ukrainian
- Good knowledge of the conflict context of the area is an advantage

## APPLICATION

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Leading team leader is requested to include the following in the application:

- CV(s) of the external team leader deployed (including field team)
- Sample from previous work (max. 10-20 pages) from at least 2 separate projects; description of similar past experience, including description of the evaluation criteria, project, area of intervention, and total budget
- Technical Proposal including a detailed methodology and work plan
- Detailed Financial Proposal (cost effective and showing unit costs).
  - In the financial proposal, the candidate shall provide costs for both types of evaluations – completely remote and with coming to Ukraine.

Please note that the consultancy firm will have to comply with all government rules and will be responsible for government taxes.

By undertaking this assessment, the team leader is expected to abide to humanitarian principles and to ensure the confidentiality of the data collected. It is also demanded that the team leader follows at all times ACTED's Security Plan and Code of Conduct.

All data collected as part of this evaluation will remain ACTED's property. By the end of the final evaluation, the external evaluator shall submit all ACTED-/project-related documentation back to ACTED management. The Final Evaluation Report produced under the present contract shall not be shared externally without ACTED's prior written approval.

**The selection process will include the following:**

- a) Application review
  - b) Interview
  - c) Written test, if deemed necessary
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