

**TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS  
( NATIONAL)**

<b>TERMS OF REFERENCE (to be completed by the Hiring Office)</b>	
Hiring Office:	UNFPA Turkmenistan Country Office
Purpose of consultancy:	To take a lead for conducting an Evaluation of the second phase of the UK ISF Project "Strengthening prevention and response to violence against women and girls in Central Asia" 2022-2023 FY; 2023-2024 FY; 2024-2025 FY More detailed information on the purpose, objectives and scope is provided in the Annex I of the current TOR.
Scope of work:  <i>(Description of services, activities, or outputs)</i>	The evaluation team will consist of 6 consultants: an International Consultant and 5 National Consultants (Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan, Uzbekistan) More detailed information on the purpose, objectives and scope is provided in the Annex I of the current TOR. The International Consultant will be responsible for the whole process of project evaluation and submission of all the deliverables. The <u>National Consultants</u> will be providing necessary logistical support to the International Consultant in organizing online meetings with the UNFPA implementing partners, data collection; and will conduct field visits.
Duration and working schedule:	24 March – 9 June 2025
Place where services are to be delivered:	Ashgabat, Turkmenistan
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	27 March – Induction meeting with the UNFPA COs for Central Asia 14 April: design report 17 April: approval of the design report 17 April – 8 May: interview with stakeholders 16 May: Draft Evaluation report and Power Point presentation 26 May: Recommendation worksheet 30 May: Final Evaluation report and Power Point presentation
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	
Supervisory arrangements:	Mehri Karakulova, NPA Gender and Youth
Expected travel:	No travel expected for national consultants.
Required expertise, qualifications and competencies, including language requirements:	<b>National consultants</b>  The competencies, skills and experience of national experts should include: <ul style="list-style-type: none"> <li>• Master's degree in social sciences, gender, public health, public policy, medicine, or a related field.</li> <li>• At least 5-7 years of experience in conducting evaluations, reviews, assessments, research studies or M&amp;E work in the field of international development.</li> <li>• Substantive knowledge of gender, prevention and response to GBV, or working with men and boys, communities to promote gender equality and prevention of GBV.</li> <li>• Excellent analytical and problem-solving skills.</li> <li>• Experience working with a multidisciplinary team of experts.</li> <li>• Excellent interpersonal and communication skills (written and spoken).</li> </ul>

	<ul style="list-style-type: none"> <li>• Work experience in/good knowledge of the national development context of Central Asia.</li> <li>• Familiarity with UNFPA or other United Nations organizations' mandates and activities will be an advantage.</li> <li>• Fluent in written and spoken English and Russian. Turkmen is considered an asset.</li> </ul>
<p>Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:</p>	<p>UNFPA will ensure access to all the documents, such as project documents, annual and quarter reports, etc. More detailed list of documents is provided in the Annex I of the current TOR.</p> <p>UNFPA COs will provide necessary support in arranging meetings with the implementing partners.</p>
<p>Other relevant information or special conditions, if any:</p>	<p><b><u>Use of Artificial Intelligence (AI) in Independent Evaluation Office (IEO) work</u></b></p> <p>AI technologies cannot be used in the framework of this contract unless a prior written agreement is obtained from the IEO. Upon this prior agreement, the consultant is obligated to disclose the utilization of AI tools in evaluation and commits to upholding ethical standards and accuracy in the application of AI tools.</p> <ol style="list-style-type: none"> <li>1. <b>Prior approval for utilization of AI tools:</b> The use of AI tools must be explicitly agreed upon and approved in writing by the IEO Director.</li> <li>2. <b>Declaration of the utilization of AI tools:</b> If the use of AI tools in evaluation is agreed upon with the IEO, the consultant must be transparent and declare the use of AI tools in evaluation work and other work-related tasks, specifying the nature of AI usage. The AI tools utilized in work-related tasks must include only those tools that are vetted by the IEO.</li> <li>3. <b>Verification of accuracy:</b> The consultant commits to diligently checking the accuracy of AI-generated results and assumes full responsibility for its reliability and validity.</li> <li>4. <b>Ethical and responsible use:</b> The consultant is obligated to uphold ethical principles in the use of AI in work-related tasks, as well as relevant regulations that govern the use of AI in the UN system. This includes the <a href="#">Digital &amp; Technology Network Guidance on the Use of Generative AI Tools in the UN System</a>, <a href="#">Principles for the Ethical Use of Artificial Intelligence in the United Nations System</a>, and <a href="#">UNFPA Information Security Policy</a>. The consultant commits to employing AI tools that adhere to principles of non-discrimination, fairness, transparency, and accountability. The consultant will adopt an approach that aligns with the principle of 'leaving no one behind', ensuring that AI tool usage avoids exclusion or disadvantage to any group.</li> </ol>
<p>Signature of Requesting Officer in Hiring Office:</p> <p>Date: March 2025</p>	