International Civil Aviation Organization
Individual Consultant (IC) Vacancy Notice

**POSITION INFORMATION**

<table>
<thead>
<tr>
<th>Post Title:</th>
<th>Evaluation Consultant</th>
<th>IC Vacancy Notice:</th>
<th>2020/07/IC</th>
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<tr>
<td>Level:</td>
<td>Band C</td>
<td>Posting Period:</td>
<td>31 January 2020 - 16 February 2020</td>
</tr>
<tr>
<td>Duty Station:</td>
<td>Montréal, Canada and/or working remotely Field mission to countries in Africa, as necessary</td>
<td>Date for entry on duty:</td>
<td>After 16 February 2020</td>
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**THE ORGANIZATIONAL SETTING**

The Evaluation and Internal Audit Office (EAO) is responsible for the systematic evaluation and internal audit of ICAO’s programmes, projects, and activities, with a view to assessing whether the Organization’s stated objectives and impacts have been achieved, and resources have been expended in accordance with applicable rules and regulations and with due regard to economy, efficiency and effectiveness. The Office provides an annual report of its evaluations and internal audits to the ICAO Council.

Evaluation is mainly focused on assessing the relevance, effectiveness, efficiency, impact and sustainability of programmes and activities against established plans and objectives. Internal audit ensures that a system of cost-effective internal controls has been established to mitigate potential risks to the Organization, to ensure compliance with policies, regulations, rules and administrative directives, and to ensure accountability for the proper, efficient and economical use of resources, consistent with organizational objectives and applicable best practices.

Under the general guidance of the Chief, Evaluation and Internal Audit Office (C/EAO), and reporting to the Evaluation Specialist, the Evaluation Consultant will assess the relevance, effectiveness, efficiency and sustainability of Regional Projects, conduct analysis of findings, and produce an evaluation report with practical recommendations. The Evaluation Consultant will be supported by the Evaluation Specialist throughout the evaluation process. The Evaluation Consultant will adhere to the Norms and Standards for Evaluation in the United Nations System approved by the United Nations Evaluation Group (UNEG) in April 2016.

**MAJOR DUTIES AND RESPONSIBILITIES**

**Function 1 (Incl. Expected Results)**

Drafts Inception report, designs the evaluation method and tools.

The Inception report must provide evidence-based information that is credible, reliable and useful. The Evaluation Consultant is expected to follow a participatory and consultative approach ensuring close engagement with relevant Member States, Regional RASG and PIRG Members, HQ and Regional Office staff and other relevant partners. The Evaluation Consultant, with the support of the Evaluation Specialist, will:

- Prepare the Inception report for the evaluation in which s/he will provide clarification on the detailed evaluation questions, methods and timing of the evaluation in accordance with the evaluation Terms of Reference (TOR); and
- Design evaluation data collection tools (to be attached as part of the inception report).

**Function 2 (Incl. Expected Results)**

Performs data collection and analysis

The Evaluation Consultant will review all relevant sources of information, such as the project documents, Business Plans, WACAF and ESAF Regional Office Plans, Global Plans, PIRGs/RASGs plans and different Bureaus, programmes, plans, projects, reports, etc., and any other materials that the Consultant considers useful for this evidence-based assessment. A list of documents will also be provided to the Consultant. In addition, the Evaluation Consultant, with the support of the Evaluation Specialist, will:

- Collect data from existing ICAO information systems;
- Collect data and information through interviews and surveys as well as other data collection methods from ICAO Headquarters, Regions and projects;
- Prepare summary interview notes; and
- Analyse data/information and perform technical quality assurance of the interpretation of the results of such analyses.
Function 3 (Incl. Expected Results)

Drafts the evaluation report, develops conclusions and actionable recommendations.

The report should be presented following the EAO’s report template, and clearly responding to the evaluation questions under each criterion. The Evaluation Consultant, with the support from the Evaluation Specialist, will:

- Prepare the draft report following the evaluation report outline and TOR;
- Collect and analyse additional data and address comments received from evaluation stakeholders as necessary; and
- Submit a final evaluation report with findings, conclusions and recommendations.

Function 4 (Incl. Expected Results)

Performs other duties necessary for the evaluation.

QUALIFICATIONS AND EXPERIENCE

Education

An advanced-level university degree (Masters' degree or equivalent) in aviation-related field, evaluation, economics, business management, social science or any other related field, is required. A first-level university degree in combination with 3 (three) additional years of qualifying experience may be accepted in lieu of the advanced-level university degree.

Professional experience

Essential

- A minimum of 10 years of professional experience in evaluation, specifically in evaluating projects and programmes;
- Experience in evaluating regional projects;
- Experience in project management;
- Sound knowledge of RBM systems and strong Monitoring and Evaluation (M&E) experience, and M&E approaches (including quantitative, qualitative and participatory), information analysis and report writing;
- Knowledge and experience of the UN System;
- Experience in using UNEG Norms and Standards for evaluation;
- Excellent communication and interview skills;
- Excellent report writing skills; and
- Demonstrated ability to deliver quality results within strict deadlines.

Desirable

- Experience in evaluating aviation related projects;
- Thorough knowledge of the Convention on International Civil Aviation and ICAO Standards and Recommended Practices (SARPs).

Language

Essential

- Fluent reading, writing and speaking abilities in English and French.

Desirable

- A working knowledge of Arabic, Chinese, Russian or Spanish.

CONDITIONS OF EMPLOYMENT

The selected consultant is expected to be employed for 35 days within the period of 1 March – 30 June 2020.

Please note that the daily rate for Band C varies from $320 CAD to $580 CAD.

Evaluator Ethics:

Evaluation consultants will be held to the highest ethical standards and are required to sign a Code of Conduct upon acceptance of the assignment. This evaluation shall be conducted in accordance with the principles outlined in the UNEG ‘Ethical Guidelines for Evaluations’. 
HOW TO APPLY

Interested candidates must complete an on-line application form. To apply, please visit ICAO’s e-Recruitment website at: https://careers.icao.int.

NOTICE TO CANDIDATES

ICAO does NOT charge any fees or request money from candidates at any stage of the selection process, nor does it concern itself with bank account details of applicants. Requests of this nature allegedly made on behalf of ICAO are fraudulent and should be disregarded.