

Terms of Reference

Independent Evaluation Support
CGIAR Advisory Services Shared Secretariat

Background

The **CGIAR Advisory Services Shared Secretariat (CAS Secretariat)**, based in Rome, Italy, implements the CGIAR System's multi-year evaluation plan and provides operational support for the CGIAR external advice functions, namely the Standing Panel on Impact Assessment (SPIA) and the Independent Science for Development Council (ISDC). The evaluation workstream in CAS Secretariat supplies funding partners and internal and external stakeholders with programmatic and on-demand evaluations. Further information about the CAS Secretariat and background documentation is available here: <http://cas.cgiar.org>.

CGIAR funders, the [System Council](#), have requested that the CAS Secretariat deliver evaluative reviews of [12 CGIAR agri-food system and global integrating research programs](#), referred to as "CRPs", in 2020, to support system learning and new portfolio development during a time of [CGIAR strategic evolution](#). These evaluations – termed the CRP 2020 Reviews – are scheduled in a phased manner, with three evaluative reviews conducted from April to June 2020 and the subsequent nine reviews scheduled for August through December 2020. Each review, expected to last 11 weeks in duration, will be conducted by an external review team, with oversight, supervision and quality assurance from the CAS Secretariat.

Role

The CRP Review Technical Officer Consultant ('the consultant') fills a critical, temporary short-term technical assistance role, in the execution of the CRP 2020 reviews for the CAS Secretariat. The Consultant will work within a small team of CAS staff and consultants, technically reporting to the CAS Evaluation Consultant ('Lead Consultant') and administratively reporting to the CAS Secretariat Director, to provide technical inputs on the CRP 2020 evaluative review process. The assignment is to start in April and run through July 2020 for up to 60 working days.

The role requires an experienced evaluation expert. The consultant will be an accomplished team player and results-oriented professional with a track record providing technical support and advice regarding quality assurance, analysis and reporting in evaluations. Understanding of evaluating programs that conduct research and apply research products to development contexts, in the CGIAR or elsewhere, and/or experience with independent external evaluations, would be strongly desirable in this consultancy role.

The position is desk-based and entails no travel. The consultant must be available to work with others in the Central European time zone (Rome, Italy). There is the possibility that the contract may be extended for an additional 30 days, with additional deliverables to be added, in August-December 2020 (to be determined).

Key Responsibilities

Under the direct technical supervision of the Lead Consultant, specific responsibilities include the following:

- Work in a team with the Lead Consultant, Senior Technical Advisor and part-time analyst(s), as well as 12 external evaluative review teams, supporting independent evaluative reviews of CGIAR Research Programs (see <https://cas.cgiar.org/evaluation/crp-2020-review> for further information, including a set of FAQs and the TOR for the CRP 2020 Reviews);
- Work with the Lead Consultant and data analysts in conducting pre-analysis of data, information and documentation for the 12 evaluative reviews;
- Contribute to tailored scopes of work for each review, with key milestones and other scheduled contacts with CAS and the CRP Program Leaders;
- Provide technical support in the processes of dissemination of the call for expression of interest, identification, engagement and briefing of the external independent expert review teams, in coordination with the Lead Consultant and Senior Technical Advisor;
- Provide technical support to the Lead Consultant in the midpoint and final evaluation quality assurance of each external review, to assess and support the delivery of high-quality, informative reports that meet the demands of accountability and learning; and
- Provide technical support to Lead Consultant, Senior Technical Advisor and CAS Director during the after-action review, scheduled for July 2020, leading to refinement of the terms of reference for the CRP 2020 reviews and the overall evaluation process.
- Provide technical support for the elaboration of quality assurance guidelines for the evaluative review reports, in line with the CGIAR evaluation policy and under the leadership of the Lead Consultant.

Deliverables

- Completed sets of documentation for each CRP review, including key reports and other defined contributions to pre-analysis and preparation of data and information;
- Briefing packs for nine reviews commencing in August-October 2020, to ensure high-quality performance and deliverables by the external CRP review teams;
- Quality assurance guidelines for the evaluative review reports under the leadership of the lead consultant;
- Scoring (and related documentation) from the assessment of external applicants to the review teams;
- Inputs to after-action review exercise;
- Inputs to the documentation of the evaluative review process.

Qualifications and competencies

- Graduate or post-graduate qualifications (Master's preferred) in field(s) related directly to the position requirements, such as program evaluation and measurement, social sciences, international development, or other fields pertinent to CGIAR research;
- Professional experience in conducting or supporting evaluations (preference for 5 or more years); with a preference for specific evaluation experiences in agriculture,

nutrition and food security, climate adaptation, natural resource management fields, and/or evaluation in research for development settings;

- Proven skills in relevant qualitative and/or quantitative evaluation and research methods, as well as analysis and synthesis used in evaluation settings;
- Experience and understanding of evaluation processes for development organizations, including techniques and methods appropriate to the evaluation of research for development;
- Experience working in international settings and evaluating programs aimed at delivering development outcomes for developing countries;
- Strong attention to detail, and willingness to work with large volume of documentation under a short time frame;
- Excellent English, both written and spoken;
- Proven technical writing and presentation skills;
- Proficiency in the use of MS Office-based software applications (Word, PowerPoint, Excel) and online platforms (SharePoint, Teams);
- Preferred: experience with database or statistical packages such as Stata, R or MS Access; and
- Consistently model evaluation ethics, including impartiality, integrity and independence, and willingness to sign CAS Secretariat conflict of interest statement.

NOTE: Reliable connectivity and equipment is a pre-requisite to fulfil the consultancy requirements. Due to limitations on movement, the consultant is expected to use their own IT hardware. MS Office 365 is the system the team uses to share documentation.

Procedures and next steps

Please submit expressions of interest comprising: a cover letter expressing your interest, suitability and availability; your CV; two writing samples; and names and contact information for three professional references. Your letter should state your daily rate for a 60-day assignment in US dollars (note: the rate must be confirmed based on established day rate, evidence of which must be supplied to the institution that will raise the consultancy contract).

The complete expression of interest should be sent by email to CAS-Evaluation@cgiar.org, with “CRP Review Technical Officer Consultant” in the subject line. The deadline for applications is 30 April 2020. Only shortlisted individuals will be contacted.

All contracting and payments are handled according to the procedures of the Alliance of Bioversity International and The International Center for Tropical Agriculture, as hosts for the CAS Secretariat. Note for contracted consultants: time records must be maintained and submitted on a monthly basis to the technical and administrative supervisors. Pay is monthly per days delivered. Final payment is contingent on the completion of all deliverables.