



Post Title:	Monitoring, Evaluation and Reporting Consultant
Domain:	TWAS / OWSD
Organizational Unit:	The Organization for Women in Science for the Developing World (OWSD)
Primary Location:	Trieste, Italy or remote with frequent travel to Trieste, Italy
Recruitment open to:	External candidates
Type of contract:	Individual Consultant
Available compensation budget:	Monthly fee \$3,481 - \$6,080 (candidates will be evaluated based on value for money according to relevant qualifications and experience)
Deadline (<i>midnight, Trieste time</i>):	2 September 2018

TERMS OF REFERENCE FOR THE POST

BACKGROUND AND OBJECTIVES:

The Organization for Women in Science for the Developing World (OWSD) was founded in 1987 as the first international forum to unite women scientists from the developing world with the objective of strengthening their role in the development process and promoting their representation in scientific and technological leadership. OWSD is a programme unit of UNESCO and is hosted by The World Academy of Sciences on the ICTP campus in Trieste, Italy.

OWSD provides research training, career development and networking opportunities for women scientists throughout the developing world at different stages in their careers. From the beginning OWSD has been a membership organization and the enthusiasm, commitment and rising numbers of OWSD members make the Organization a hugely important, supportive and relevant network for women scientists throughout the South.

OWSD is seeking an experienced Monitoring, Evaluation and Reporting Consultant to address the organization's need for set-up of relevant indicators' collection and data analysis. The Monitoring, Evaluation and Reporting Consultant will collect, review and analyse data across OWSD programs, advise the OWSD team on best monitoring and evaluation practices relevant to the wider organization's planning, reporting and fundraising objectives.

Consultants wishing to work remotely will be considered, but expected to spend extended periods of time working with the OWSD team in Trieste, Italy (at least two weeks at time on a quarterly basis).

ACTIVITIES AND OUTPUTS:

- Determine the overall programmatic data needs and formulate organization-wide measurable results;
- Identify relevant indicators for quarterly and annual reporting as guided by existing logical frameworks;
- Establish efficient data collection systems and work with OWSD administrative staff to integrate these into currently used database;
- Review existing data collection practices and strengthen data utilization across OWSD programs;
- Work with the newly elected OWSD fellows to identify accessible indicators that could be self-reported and used by the OWSD team;
- Prepare reports, graphs, and presentations that can be used to demonstrate quantifiable impact of OWSD programs;
- Other tasks as agreed with the OWSD Coordinator.

TIMETABLE AND DELIVERABLES:

- The initial anticipated timeframe for the assignment is 11 months; starting as soon as possible.

SUPERVISORY ARRANGEMENTS

- The Monitoring, Evaluation and Reporting Consultant will be supervised by the OWSD Coordinator and work closely with the rest of the OWSD team based in Trieste, Italy.

REQUIRED QUALIFICATIONS

EDUCATION

- Master's degree (or equivalent) in Education, Statistics, Social Sciences (with quantitative analysis focus), Programme/Project Management, Public Policy, International Development or another relevant field;
- PhD in one of the above listed fields or other relevant discipline will be considered an asset.

WORK EXPERIENCE

- Minimum of 5 years' experience working in the areas of Results-Based Management (RBM), Monitoring and Evaluation (or similar), preferably in the context of international organizations and/or gender programming;
- Experience in developing and implementing monitoring and evaluation systems is essential;
- Experience in the usage of software packages and handling web-based management systems and advanced programmes for data analysis is essential; and, specifically, experience using FileMaker Pro relational database (or similar) is considered a strong asset;
- Experience in developing and implementing guidelines and tools on RBM, reporting and M&E is desirable;
- Experience in establishing and maintaining cooperative working relationships with other organizations governmental agencies, public and private organizations is desirable;

SKILLS/COMPETENCIES

- Good overall understanding of OWSD objectives;
- Experience of advising an organization or programme of similar calibre on establishing monitoring, evaluation and reporting practices;
- Evidence of influence and impact on policies and procedures to make scientific research and activities more inclusive;
- Good interpersonal and communication skills, and excellent analytical skills;
- Fluency in English.

REQUEST FOR WRITTEN PROPOSALS

In addition to the online application, candidates are invited to submit a technical proposal containing:

- Curriculum Vitae;
- Description of the proposed approach and methodology for undertaking this assignment;
- Work plan with a detailed time frame relating to the assignment (note: the exact deliverables timetable will be determined by the programme cycle and agreed in advance during the contract execution).
- Monthly lump sum amount to be charged for the assignment, which should be quoted in US or in Euros only. Please show anticipated travel costs to Trieste separately, if relevant.

Great emphasis will be placed on ensuring that the objectives of the work assignment, as described in the Terms of Reference, are met. Accordingly, in evaluating the proposals for the assignment, attention will focus first and foremost on the technical elements. From those proposals deemed suitable in terms of the criteria in the Terms of Reference, TWAS/OWSD shall select the proposal that offers the Organization best value for money.

Your proposal should be submitted via e-mail by 2 September 2018. The e-mail address is personnel_office@ictp.it

It is the individual's responsibility to ensure that his/her proposal is received by the deadline.

Thank you for your interest in this assignment; and we look forward to receiving your proposal.