Terms of Reference
Support, Evaluation and Management Oversight
Consultant

Type of Appointment: Consultant
Organizational Unit: Support, Evaluation and Management Oversight - DPMO
Start Date: January 1st 2022
Duration: Six months
Consulting Fee: US$ 5,500/month
Duty Station: Washington D.C.

Deadline: Please send resume and cover letter to Carla Sorani at csorani@oas.org no later than November 19, 2021

Description: The Department of Procurement Services and Management Oversight is charged with the general coordination of the processes of planning and evaluation for all areas of the Organization of American States (OAS). The Support, Evaluation and Management Oversight Section within the Department is responsible for developing and implementing a comprehensive system for the management of projects and programs for the OAS. The Support, Evaluation and Management Oversight Section is also charged with reviewing and evaluating projects, as well as providing technical assistance to departments in the process of project formulation, monitoring and evaluation. The process requires that each project and each corresponding area receive specific guidance throughout the various stages of the process. Consequently, it requires a number of suitably qualified and experienced personnel on the team to undertake the execution of the tasks, in order to accomplish its tasks.

II. Duties and Responsibilities:

1. Supports the management processes for cooperation projects coordinated and/or executed by the General Secretariat of the OAS (GS/OAS).
2. Serves as a resource to the GS/OAS for project managers and consultants providing information on the use of the respective project management tools: project document format, logical framework matrix, matrix for monitoring and evaluation of projects, guidelines for preparing progress and final reports.
3. Provide coaching as requested to project managers and project teams on formulating specific projects to meet the standards for results-based project management.
4. Provides direction on project design and implementation throughout the GS/OAS to the staff members in technical, substantive and administrative service units of the GS/OAS, government officials and representatives of donors.
5. Appraises, analyzes, reviews and adjusts project proposals to ensure consistency with the OAS mandates and the criteria, the national, subregional, regional and sectoral priorities, and with available resources,
reformulating or making recommendations for reformulating the project proposal in order to meet the standards set by the Project Evaluation Committee (CEP).

6. Provides support in evaluating project profiles presented and preparing comments to serve as input for the discussions at the Working Group to the CEP
7. Provides support in assessing the final versions of project documents to determine whether they meet the requirements for approval and presents recommendations on the same to the Section Chief.
8. Provides support on monitoring the progress of assigned projects, reviewing progress and final reports with project managers and preparing verification reports to be signed off on by the project manager and the Section Chief.
10. Provides support in compiling and preparing documents related to the contribution to the Spanish Fund to the OAS.
11. Provides technical support in the external evaluation process of projects funded by the Spanish Fund (FEPO) to the GS/OAS and by the U.S. Mission to the GS/OAS.
12. Reviews report of projects and programs funded through U.S. Grants
13. Participates in the design and implementation of the training course in Spanish and English for GS/OAS staff “The Logical Framework Approach to Project Design, Implementation, Monitoring and Evaluation” and “Results-based Monitoring and Evaluation.”

III. Outputs

The consultant should deliver the following products:

1. Documents providing feedback on project profiles, project documents, progress reports, and others as necessary,
2. Draft report on the managements of the Spanish Fund,
3. Documents providing updated information on the status of projects,
4. Other documents to be developed as requested in support of the work of the Support, Evaluation and Management Oversight Section; and
5. Brief progress reports preceding consultancy payment benchmarks.

IV. Education and Experience:

The minimum requirement - University degree in social sciences, economics, international relations, administration, development or a related field.

A minimum of three years of combined practical experience in technical cooperation, project management, development of training programs and evaluations at the international level and operational management and administration of technical cooperation or training activities. Experience with or knowledge of the governments of the hemisphere is essential to the job. Certification on Kirkpatrick training evaluation method will be a plus.

V. Languages: Proficiency in English and Spanish is required.

VI. Duration of the Contract and Disbursement Schedule

a. The contract will begin on January 1, 2022 for a total amount of US$ 33,000

b. Payments will be made on a monthly basis, in the amount of US$5,500 upon approval of deliverables.

1. 31-January 2022 - US$ 5,500
2. 28-February 2022 - US$ 5,500
3. 30-March 2022 - US$ 5,500
4. 30-April 2022 - US$ 5,500
5. 31-May 2021 - US$ 5,500
6. 30-June 2021- US$ 5,500