

**Request for Expression of Interest**  
**Short Term Consultant: Specialist/Expert**  
**Collaboration in the preparation of methodological guidance for IEO Evaluations**

## Introduction

The Global Environment Facility (GEF) provides support to address global environmental concerns related to biodiversity, climate change, international waters, land degradation, the ozone layer, and persistent organic pollutants. The GEF Independent Evaluation Office (GEF IEO) has a central role in ensuring the independent evaluation function within the GEF. The IEO is responsible for undertaking independent evaluations that involve a set of projects, programs, policies or processes.

The GEF IEO is based in Washington DC. It is administered by the World Bank, but it is independent of its management as well as the management of the GEF. Its Director reports directly to the GEF Council, the GEF governing body. All contracts with the Office are World Bank contracts. More information about the IEO can be found on the Office's website: [www.gefio.org](http://www.gefio.org).

## Background.

The Independent Evaluation Office (IEO) of the Global Environment Facility (GEF) is planning to prepare a common guidance for its evaluations. The guidance will be consistent with international standard and good practices for program evaluation (e.g., OECD-DAC,<sup>1</sup> Multilateral Development Banks<sup>2</sup> and UN Evaluation Group<sup>3</sup>) but will adapt them to the thematic domain of the GEF-funded interventions and to the specific institutional configuration of the GEF, as a financial mechanism for several international conventions, operating through accredited agencies and with focal points hosted in the countries' government agencies.

The guidance, while meant for IEO independent evaluations, will be consistent with existing guidance documents for the self-evaluations conducted by the GEF agencies (i.e., guidelines for project-level Terminal Evaluations;<sup>4</sup> guidelines for Program evaluations<sup>5</sup>; guideline for evaluation of enabling activities<sup>6</sup>).

Key principles. While the definition of the detailed structure of the guidance document will be discussed as a part of this collaboration, a number of principles can be defined *ex ante*:

- 1) The Guidance's primary audience are IEO staff and consultants, as a tool to better prepare evaluation and encourage standardize format and organization of evidence and findings that facilitate synthesis for the quadrennial Comprehensive evaluation of GEF (also known as OPS) or for other knowledge products. Other users of the guidance may include GEF Secretariat, GEF agencies, country partners and evaluation practitioners.
- 2) The Guidance is meant to be a rather agile introduction to GEF evaluation methodology. As such, it will strive to be concise and refer, for further details, to existing manuals, textbooks and publications that offer a more detailed treatment of specific topics.

<sup>1</sup> <https://www.oecd.org/en/topics/sub-issues/development-co-operation-evaluation-and-effectiveness/evaluation-criteria.html>

<sup>2</sup> <https://www.ecgnet.org/document/ecg-big-book-good-practice-standards> To be noted, ECG is now updating its standard, with estimated completion by 2027.

<sup>3</sup> [https://www.unevaluation.org/uneq\\_publications/uneq-norms-and-standards-evaluation-un-system](https://www.unevaluation.org/uneq_publications/uneq-norms-and-standards-evaluation-un-system)

<sup>4</sup> <https://www.gefio.org/evaluations/terminal-evaluations-2023>

<sup>5</sup> <https://www.gefio.org/evaluations/program-evaluations-2023>

<sup>6</sup> <https://www.gefio.org/evaluations/enabling-activities-2023>

- 3) IEO may also prepare an online resource website with multimedia sources (documents, videos) that provide specific training to complement the guidance.<sup>7</sup>
- 4) The guidance will provide advice on:
  - a. How to conceptualize an evaluation (formulating key questions, preparing a theory of change or conceptual framework).
  - b. How to operationalize standard evaluation criteria into the GEF context.
  - c. How to prepare a data collection and data analysis strategy.
  - d. Adopting and integrating qualitative and quantitative methods.
  - e. Leveraging opportunities of information and communication technology for evaluation (GIS, Artificial Intelligence applications).
  - f. How to structure an evaluation report (while some flexibility is necessary. some common principles will be important to facilitate evaluation synthesis and evidence extraction from the evaluations).
  - g. How to formulate conclusions and recommendations; (viii) good practices in communicating results, including data visualization.
- 5) The guidance will refer to international ethical standards for evaluation.<sup>8</sup>
- 6) The guidance will include both general advice applicable to all IEO evaluations, as well as advice geared to specific IEO evaluation typologies (e.g., thematic, corporate, country level, multi-country, evaluation syntheses).
- 7) Once the guidance preparation has reached an advanced stage, the guidance will be piloted by IEO and revised according to its implementation experience.

## **Responsibilities and Accountabilities**

The consultant(s) will participate in interviews with IEO directorate and staff, to familiarize themselves with the office operating context and requirements. They will review selected GEF strategic documents and selected IEO evaluations. They will prepare an inception note for the review by the IEO directorate.

Following the finalization of the inception report, they will participate in further interviews with IEO staff and interviews with selected representatives from GEF Secretariat, national GEF counterparts and with evaluation offices that have experience with standardized evaluation guidance.

In consultation with IEO, they will draft chapters of the guidance and revise them according to IEO's feedback. The finalization of the guidance will be the responsibility of IEO, and the guidance will be published under the name of IEO, while acknowledging contributions.

In summary, the outputs will be: (i) inception note; (ii) checklist for interviews; (iii) PowerPoint presentations on the progress made; (iv) draft and revised versions of the guidance chapters.

Estimated timeline. Tentatively, the assignment will start in early September 2025, with a draft inception report expected by mid-October 2025. First draft chapters by late November 2025. Full draft document by February 2026, final document by mid-May 2026.

<sup>7</sup> IEO has already prepared an online training: <https://www.gefio.org/knowledge-learning/ieo-online-training-course>

<sup>8</sup> For example, the UNEG ethical standards: [https://procurement-notices.undp.org/view\\_file.cfm?doc\\_id=302194#:~:text=The%20four%20UNEG%20guiding%20ethical,essential%20for%20responsible%20evaluation%20practice.](https://procurement-notices.undp.org/view_file.cfm?doc_id=302194#:~:text=The%20four%20UNEG%20guiding%20ethical,essential%20for%20responsible%20evaluation%20practice.)

The IEO will pilot the guidance in 2026 and revise it according to the experience: the revision will be done by IEO with the consultant(s) providing advice.

Deliverables corresponding to the responsibilities outlined above will be further defined in consultation with the consultant(s).

The IEO will provide quality assurance, methodological support and technical input, and access to project and program documentation and data.

The consultant will be expected to work from their own laptop (not provided by IEO).

### **Qualifications**

- Advanced University Degree in Natural Sciences or Social Sciences.
- At least 15 years of experience in international program evaluation, including at the thematic / strategic level. Experience in field data collection in developing countries.
- Proven expertise and experience in evaluation methodology development and quantitative and qualitative data collection techniques.
- Familiarity with evaluation standards in international organizations, including guidelines of OECD-DAC, Evaluation Cooperation Group, UN Evaluation Group.
- Familiarity with one or more of these thematic areas: Natural Resource Management (broadly defined), Climate Change Adaptation, Pollution Control.
- Knowledge of application of information Technology for evaluation (e.g., GIS, Artificial Intelligence for Text Analytics);
- Fluency in English, with excellent writing skills. Working Knowledge of one of the following: Arabic, French, Portuguese, considered an asset.

### **Terms of the contract**

All contracts with the IEO are World Bank contracts and follow the relevant rules and regulations of the Bank. Any need for additional days and compensation will be discussed and approved by the IEO prior to the beginning of extra work. The consultancy will take place at the consultant's own place of work.

### **Submission requirements**

Interested consultants are hereby invited to submit expressions of interest in English, to [gefevaluation@thegef.org](mailto:gefevaluation@thegef.org) with "methodological guidance for IEO Evaluations – Specialist Consultant" in the subject line. The application should include a CV and a cover letter expressing how their work experience fits the qualifications above. The application deadline is June 01, 2025.

*The GEF IEO is proud to be an equal opportunity and inclusive employer with a dedicated and committed workforce and does not discriminate based on gender, gender identity, religion, race, ethnicity, sexual orientation, or disability.*