



United Nations  
Educational, Scientific and  
Cultural Organization

**FORM AM 10-7:**

**Procurement Notice/Advertisement  
Open International Competition (OIC)**

**Country of Destination:** France

**Reference Number:** RFP / BSP / FUST / 2023

**Description:** External Evaluation of the Flanders/UNESCO Trust Fund for the Support of UNESCO's Activities in the Field of Science

**Deadline for submission of electronic proposals:** 8 March 2023 23:59 CET

**Posting Date:** 15 February 2023

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The United Nations Educational, Science and Cultural Organization (UNESCO) hereby invites qualified companies/individuals to submit proposals to conduct **the Evaluation of the Flanders/UNESCO Trust Fund for the Support of UNESCO's Activities in the Field of Science**. The purpose for this evaluation is to provide advice to the Flemish Government and UNESCO concerning the future directions of cooperation under the Trust fund.

The time schedule for the evaluation is planned between **Mid-March 2023 and 15 August 2023**. It is mandatory that none of the members of the evaluation team have been previously involved in the implementation of the activities under review.

The selected evaluator/evaluation team is expected to submit the following deliverables:

- An inception report,
- Workshop with Evaluation Reference Group,
- A draft evaluation report,
- A final Evaluation report.

The recommended composition of the evaluation team will be of at least two senior consultants: an evaluation expert and a scientific expert. The evaluation team members should collectively demonstrate experience in all the thematic areas to be covered by the evaluation and should have no previous involvement in the design and implementation of activities under review.

The consultants should possess the following mandatory qualifications and experience:

Senior evaluator (team leader):

- An advanced university degree in social sciences, economics, political science or one or more of the relevant fields related to the evaluation; (Master level or above)
- At least 10 years of professional experience in designing and leading programme or policy evaluations at the international level;
- Demonstrated experience in applying quantitative and qualitative data collection methods;
- Excellent oral communication and writing skills in English;
- Excellent analytical skills and skills in producing succinct, clear materials.

Scientific expert:

- An advanced university degree in hydrology, geoscience, oceanography or other relevant fields related to the evaluation; (Master level or above)
- At least 10 years of professional experience in designing and leading programme and policy in one or more of the thematic fields related to the evaluation;
- Excellent oral communication and writing skills in English;
- Excellent analytical skills and skills in producing succinct, clear materials.

Moreover, it is **desirable** that the evaluation team collectively demonstrates the following qualifications and characteristics:

- Knowledge of the UN system and in particular of UNESCO's programmes in the fields of Natural Science, notably IHP, MAB and IOC activities;
- Experience with assignments for the UN;
- Understanding and application of UN mandates in Human Rights and Gender Equality;
- Experience in designing and conducting programme and policy evaluations in one or several of the fields covered by this evaluation.

Preference will be given to evaluation teams that are gender-balanced and of geographically and culturally diverse backgrounds.

Verification of these qualifications will be based on the provided technical proposals and CVs. Moreover, references, web links or electronic copies of two recently completed assignments should be provided (preferably evaluations in relation to programmes in the field of science).

The evaluation assignment is estimated to require approximately 50 - 60 professional working days (to be distributed among the evaluation team), including up to 5 missions (three to UNESCO Headquarters, one/two to Belgium)

The purpose of this notice is to provide general information on the requirements for the procurement process and to inform interested suppliers how to obtain a copy of the Solicitation Documents.

Interested companies who wish to participate in the OIC must request for a complete set of Solicitation Documents, available free of charge, from UNESCO contact person at the address shown below.

Your electronic offer, comprising a technical and financial proposal attached in two separate files, must be sent to [partnership@unesco.org](mailto:partnership@unesco.org) before **8 March 2023 23:59 hours (CET)**, in strict compliance with the instructions as stipulated in the Solicitation Documents.

UNESCO reserves the right to amend the documents at any time during the solicitation process. Any amendments or clarifications will be communicated directly to all Bidders who have requested for a complete set of solicitation documents and officially confirmed their intention to submit a proposal. No remuneration will be made to companies for preparation and submission of their tenders.

**UNESCO Contact Information:**

UNESCO Bureau for Strategic Planning

Attn: Salvatore Mineo

E-mail: [s.mineo@unesco.org](mailto:s.mineo@unesco.org); copy [li.wang2@unesco.org](mailto:li.wang2@unesco.org)