

TERMS OF REFERENCE

AHEAD Project Management Consultant

CONTRACT MODALITY	Individual Consultancy
DUTY STATION	OSE, Florence, Italy (Home-based/Remote)
DURATION OF CONTRACT	15 months

Purpose of Assignment

The Office of Strategy and Evidence (OSE) at UNICEF drives evidence-informed decision-making, strategic planning, and performance monitoring to improve outcomes for children worldwide. Within OSE, Data & Analytics Section of OSE (DAT) is the global authority on data related to children, generating high-quality, internationally comparable data through innovative methods, including household surveys, administrative data, geospatial analysis, and machine learning. DAT supports countries in strengthening statistical systems, advancing data governance, and fostering a data-driven culture within UNICEF and among partners. The Country Support Integrated Analytics Unit within OSE focuses on leveraging data and analytics to strengthen health systems, improve programmatic decisions, and enhance outcomes in areas such as immunization, HIV, and maternal, newborn, child, and adolescent health.

The unit works closely with the Demography, Migration and Health Unit, central to tracking progress toward the Sustainable Development Goals, ensuring data-driven program improvements, and promoting UNICEF's role as a global leader in health and HIV data for children.

The MNCAH data team has been implementing the Actionable Health Analytics for Decision-making (AHEAD) initiative supporting four select countries (Mali, Sierra Leone, Kenya, and Somalia) to strengthen the use of health data for better decision-making. AHEAD empowers ministries of health and UNICEF country offices with data-driven insights to improve health system performance and advance outcomes for children, women, and adolescents. The initiative bridges critical data gaps by supporting and building national capacity in data analysis, visualization, and evidence-based planning. Through technical assistance, analytical tools, and strong partnerships, AHEAD helps countries monitor key health indicators, inform policy, and allocate resources more effectively and promoting sustainable data use for health planning and decision-making.

Under the general guidance of the Statistics & Monitoring Specialist (MNCAH), the Project Management Consultancy will provide technical and operational support to key MNCAH data related projects, especially the AHEAD initiative. This includes facilitating project implementation tracking, preparing project updates and reports, and supporting staff in communication with UNICEF country and regional offices. The Consultant will assist the MNCAH team in organizing technical working groups, coordinating project-related meetings, and ensuring effective information-sharing among stakeholders to promote alignment and progress toward defined project goals.

Scope of Work

- Define project scope, objectives, milestones and deliverables; develop detailed project plans with task assignments, resource management, and timeline tracking using project management tools.
 - Strengthen engagement strategies and maintain coordination with country offices, regional offices, and external partners to support AHEAD project implementation.
 - Track progress using performance management methods, ensure deliverables meet quality standards, and prepare status reports summarizing progress, risks, and challenges.
 - Identify and manage project risks and issues, implement mitigation strategies, and oversee a structured change management process with proper documentation and approvals.
 - Develop and execute a comprehensive communication plan, facilitate project meetings, document key decisions and follow-ups, and support platforms like EWENE and CSA with secretariat and project management services.
 - Conduct advanced data analytics on country health administrative data to generate actionable insights for health system improvement.
- Human Resources United Nations Children's Fund
- Support the completion and verification of deliverables, maintain thorough project documentation, and ensure effective knowledge transfer through training and final reports.
 - Conduct formal project closure activities, including reconciliation, final reporting, and post-project evaluations to assess outcomes, gather feedback, and improve future practices.
 - Provides strategic guidance on the framing of the evaluation at established milestones.
 - Supports quality assurance across key deliverables.
 - Contributes to high-level sensemaking and synthesis of findings, conclusions and recommendations.
 - Provides technical backstopping to the evaluation team, as needed.

Work Assignments Overview	Deliverables/Outputs	Delivery deadline (in weeks/months) and input days to complete the deliverable
Project planning, management, data analysis support, documentation and reporting	Deliverable 1: Updated AHEAD project plan with scope, objectives, milestones, activities, resource allocations, and timelines.	By 31 May 2026 22 days
Data Collection (in-person and remote)	Deliverable 2 Updated project implementation tracker for the unit activities, Project documents updated for four AHEAD countries	By June 2026 22 days
Project planning, management, data analysis support, documentation and reporting	Deliverable 3 Five Project related presentations (one for global level overview and four for four project countries) 4 quarterly project financial tracking/ analysis reports	By 31 July 2026 22 days
Project planning, management, data analysis support, documentation and reporting	Deliverable 4 Monthly project progress status reports	By 31 August 2026 22 days
Project planning, management, data analysis support, documentation and reporting	Deliverable 5 Monthly project progress status reports	By 30 September 2026 22 days
Project planning, management, data analysis support, documentation and reporting	Deliverable 6 Monthly project progress status reports	By 31 October 2026 22 days
Project planning, management, data analysis support, documentation and reporting	Deliverable 7 Monthly project progress status reports	By 30 November 2026 22 days

Project planning, management, data analysis support, documentation and reporting	Deliverable 8 Monthly project progress status reports	By 31 December 2026 22 days
Project planning, management, data analysis support, documentation and reporting	Deliverable 9 Monthly project progress status reports	By 31 January 2027 22 days
Project planning, management, data analysis support, documentation and reporting	Deliverable 10 Monthly project progress status reports	By 28 February 2027 22 days
Project planning, management, data analysis support, documentation and reporting	Deliverable 11 Monthly project progress status reports	By 31 March 2027 22 days
Project planning, management, data analysis support, documentation and reporting	Deliverable 12 Monthly project progress status reports	By 30 April 2027 22 days
Project planning, management, data analysis support, documentation and reporting	Deliverable 13 Monthly project progress status reports	By 31 May 2027 22 days
Project planning, management, data analysis support, documentation and reporting	Deliverable 14 Monthly project progress status reports	By 30 June 2027 22 days
Project planning, management, data analysis support, documentation and reporting	Deliverable 15 Monthly project progress status reports	By 31 July 2027 Click here 22 days

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Payment Schedule:

Payment will be made on submission and acceptance of deliverables. UNICEF reserves the right to withhold payment in case the deliverables submitted are not up to the required standard or in case of delays in submitting the deliverables on the part of the consultant.

Important Notes:

- Individuals engaged under a consultancy or individual contract will not be considered “staff members” under the Staff Regulations and Rules of the United Nations and UNICEF’s policies and procedures and will not be entitled to benefits provided therein (such as leave entitlements and medical insurance coverage). Their conditions of service will be governed by their contract and the General Conditions of Contracts for the Services of Consultants and Individual Contractors. Consultants and individual contractors are responsible for determining their tax liabilities and for the payment of any taxes and/or duties, in accordance with local or other applicable laws.
- The selected candidate is solely responsible for ensuring that the health insurance (and visa if applicable) required to perform the duties of the contract are valid for the entire period of the contract. Selected candidates are subject to confirmation of fully-vaccinated status against SARS-CoV-2 (Covid-19) with a World Health Organization (WHO)-endorsed vaccine, which must be met prior to taking up the assignment. It does not apply to consultants who will work remotely and are not expected to work on or visit UNICEF premises, programme delivery locations or directly interact with communities UNICEF works with, nor to travel to perform functions for UNICEF for the duration of their consultancy contracts.
- UNICEF offers reasonable accommodation for consultants with disabilities. This may include, for example, accessible software, travel assistance for missions or personal attendants. We encourage you to disclose your disability during your application in case you need reasonable accommodation during the selection process and afterwards in your assignment.

QUALIFICATIONS / SPECIALIZED KNOWLEDGE / EXPERIENCE/ COMPETENCIES (CORE/TECHNICAL/FUNCTIONAL) / LANGUAGE SKILLS REQUIRED FOR THE ASSIGNMENT

Minimum requirements:

- **Education:** Advanced university degree in Project Management, Business Administration, Public Health, Epidemiology, Statistics, International Development, or a related field is required. Certification in Project Management Professional (PMP) or equivalent is highly desirable. A first-level university degree in a relevant field combined with an additional two years of qualifying experience may be accepted in lieu of the advanced degree.
- **Work Experience:**
- A minimum of 3 years of professional experience managing complex projects focusing on promoting data availability, data analysis and data use of health administrative data (HMIS/DHIS), preferably within international organizations or development agencies with strong experience in coordinating multi-stakeholder initiatives across diverse geographical and cultural contexts is an asset.
- Demonstrated experience in producing high-quality project reports tailored for diverse audiences, including donors, program stakeholders, and country-level partners.
- **Skills:**
- Skills in creating and disseminating project knowledge materials, such as case studies and best-practice documentation, as well as presenting findings to various stakeholders.
- Proficient in statistical software (R, Python, Stata) Microsoft Office Suite (Word, Excel, PowerPoint) and familiar with project management software (e.g., MS Project, Trello, Asana).
- **Language Requirements:** Fluency in English and French is required.