

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS

Title: Monitoring and Evaluation Consultant	Funding Code:	Type of engagement <input checked="" type="checkbox"/> Consultant	Duty Station: State of Palestine, East Jerusalem
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Purpose of Activity/Assignment: The purpose of this assignment is to enhance Ministry of Finance and Planning information management, monitoring, and evaluation systems, ensuring that data collection, processing, and dissemination are timely, accurate, and aligned with national priorities and donor frameworks. A key focus will be integrating children-related data and indicators into planning and reporting processes to ensure that government strategies reflect the needs and rights of children across all sectors. The consultant will support MoFP in developing robust digital infrastructure and data workflows that enable evidence-based planning for children, coordination, and decision-making across government institutions.

Scope of Work:

The Ministry of Finance and Planning (MoFP) serves as the central governmental body responsible for shaping national development strategies, coordinating executive programs, and mobilizing resources for priority initiatives. In light of the ongoing war on Gaza, the deteriorating situation in the West Bank, and the humanitarian crisis following the events of October 7th, MoFP’s role has become increasingly critical.

MoFP faces significant resource and capacity constraints—largely due to the protracted financial crisis affecting the Palestinian government, particularly the repeated withholding of clearance revenues. These fiscal challenges restrict the Ministry’s ability to deliver services effectively and invest in necessary human resources. As a result, the quality and reach of its programs are affected, along with its ability to engage in effective coordination, fulfill reporting obligations, and meet donor and partner requirements.

To address these challenges and strengthen UNICEF’s strategic partnership with MoFP, UNICEF is recruiting a National Monitoring and Evaluation Consultant to be embedded within the Ministry. The consultant will play a pivotal role in strengthening MoFP’s internal information systems and capacities, ensuring that planning and implementation processes are supported by reliable data and digital tools that facilitate coordination and planning.

Key Responsibilities

- Collect data from government institutions, including child-related indicators, and review for methodological soundness, consistency, and completeness.
- Design, establish, and maintain centralized databases using appropriate tools (e.g., PostgreSQL, Power BI, Advanced Excel, DHIS2) for storing and analysing government performance indicators and planning data.
- Process raw data, identify inconsistencies or outliers, and prepare analytical tables, dashboards, and visualizations highlighting children’s outcomes to support planning and reporting.
- Develop and maintain digital data collection forms that include child-specific fields, ensuring alignment with national and donor frameworks.
- Ensure timely data entry, maintain accurate documentation of data sources, and implement regular backup procedures.
- Provide technical support on data collection and entry methodologies to ensure adherence to standardized procedures across institutions.

Child Safeguarding

Is this project/assignment considered as “[Elevated Risk Role](#)” from a child safeguarding perspective?

YES NO If YES, check all that apply:

Direct contact role YES NO

If yes, please indicate the number of hours/months of direct interpersonal contact with children, or work in their immediately physical proximity, with limited supervision by a more senior member of personnel:

Child data role YES NO

If yes, please indicate the number of hours/months of manipulating or transmitting personal-identifiable information of children (name, national ID, location data, photos):

More information is available in the [Child Safeguarding SharePoint](#) and [Child Safeguarding FAQs and Updates](#)

Budget Year: 2025-2026	Requesting Section/Issuing Office: Planning, Monitoring, and Evaluation (PRIMED)	Reasons why consultancy cannot be done by staff: This consultancy requires a full-time, embedded presence within the Ministry of Finance and Planning (MoFP) to provide sustained technical support and hands-on expertise in strengthening the Ministry's information management, monitoring and evaluation systems. Given the need for continuous coordination with MoFP staff and stakeholders, it is not feasible for existing UNICEF staff to assume this role due to competing priorities and current workload demands. UNICEF staff are currently engaged in multiple emergency response and development initiatives, limiting their availability for full-time secondment. Therefore, an external consultant is essential to ensure dedicated support, timely delivery of outputs, and effective capacity strengthening within MoFP. This arrangement will also reinforce UNICEF's strategic partnership with MoFP by enabling focused collaboration on improving data systems, reporting mechanisms, and evidence-based planning.
Included in Annual/Rolling Workplan: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No, please justify: UNICEF do not have Rolling Work plan with the Ministry of Finance and Planning (MoFP)		
Consultant sourcing:		Request for:

<input checked="" type="checkbox"/> National <input type="checkbox"/> International <input type="checkbox"/> Both		<input checked="" type="checkbox"/> Individual Contract <input type="checkbox"/> Extension/ Amendment	
Competitive Selection: <input type="checkbox"/> Advertisement <input type="checkbox"/> <input type="checkbox"/> Roster			
Single Source Selection <input type="checkbox"/> (Emergency - Director's approval)			
If Extension, Justification for extension:			
Supervisor:		Start Date: 15 February 2026	End Date: 14 February 2027

Work Assignments Overview	Deliverables/Outputs	Delivery deadline	Estimated Budget
Establish data collection framework; review existing datasets	Inception report; initial data collection plan; Monthly Progress Report	28 February 2026	
Collect and validate data; design centralized database	Database schema; validated datasets; Monthly Progress Report	31 March 2026	
Develop digital data collection forms; start staff training	Digital forms; Training Materials & Session; Monthly Progress Report	30 April 2026	
Process raw data; identify inconsistencies; prepare analytical tables	Analytical tables; data quality report; Monthly Progress Report	31 May 2026	
Create dashboards and visualizations for planning/reporting	Dashboards; visualization samples; Monthly Progress Report	31 July 2026	
Provide technical support; update SOPs	Updated SOPs; Monthly Progress Report	31 August 2026	
Review and update centralized database; ensure data consistency	Updated database; consistency report; Monthly Progress Report	30 September 2026	

Monitor data entry timeliness; conduct refresher training	Monitoring report; Training Materials & Session; Monthly Progress Report	15 November 2026	
Enhance dashboards; integrate new indicators	Enhanced dashboards; integration report; Monthly Progress Report	15 December 2026	
Final evaluation; handover documentation; recommendations	Final Evaluation Report; handover package; Recommendations; Monthly Progress Report	14 January 2027	

Estimated Consultancy fee	\$30,000		
Travel International (if applicable)	N/A		
Travel Local (please include travel plan)	N/A		
DSA (if applicable)	N/A		
Total estimated consultancy costsⁱ			
<p>Minimum Qualifications required*:</p> <p><input checked="" type="checkbox"/> Bachelor's <input type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other</p> <p>Enter Disciplines: Bachelor's degree in economics, Statistics, Data Science, Management Information Systems, or Computer Engineering.</p>	<p>Knowledge/Expertise/Skills required*:</p> <ul style="list-style-type: none"> • Minimum of 3 years of relevant experience in data collection, analysis, or database management within government institutions or international organizations. • Advanced proficiency in data management and analysis tools such as Excel (Pivot Tables, Power Query), SQL, Access, and Power BI. • Strong understanding of data quality assurance and statistical consistency validation techniques. • Familiarity with information management concepts, particularly performance indicators, outputs, and outcomes. • Proven ability to design and implement digital data collection tools. • Strong analytical skills and ability to produce clear, concise technical reports and data summaries. • Effective communication and coordination skills when working with government entities and stakeholders. • Knowledge of the Palestinian public administration context is considered an advantage. 		

<p>*Minimum requirements to consider candidates for competitive process</p>	<p>*Listed requirements will be used for technical evaluation in the competitive process</p>
<p>Evaluation Criteria (This will be used for the Selection Report (for clarification see Guidance))</p> <p>A) Technical Evaluation (70 Points) B) Financial Evaluation (30 Points)</p>	
<p>Administrative details:</p> <p>Visa assistance required: <input type="checkbox"/></p> <p><input type="checkbox"/> Home Based <input type="checkbox"/> Office Based:</p>	<p>If office based, seating arrangement identified: <input type="checkbox"/></p> <p>IT and Communication equipment required: <input type="checkbox"/></p> <p>Internet access required: <input type="checkbox"/></p>
<p>Request Authorised by Section Head</p>	<p>Request Verified by HR:</p>
<p><i>Approval of Chief of Operations (if Operations):</i> _____</p> <p style="text-align: right;"><i>Approval of Deputy Representative (if Programme)</i></p> <p>_____</p> <p><i>Representative (in case of single sourcing/or if not listed in Annual Workplan)</i></p>	

¹ Costs indicated are estimated. Final rate shall follow the “best value for money” principle, i.e., achieving the desired outcome at the lowest possible fee. Consultants will be asked to stipulate all-inclusive fees, including lump sum travel and subsistence costs, as applicable.

Payment of professional fees will be based on submission of agreed 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

Text to be added to all TORs:

Individuals engaged under a consultancy 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. Consultants 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 consultant is solely responsible to ensure that the visa (applicable) and health insurance required to perform the duties of the contract are valid for the entire period of the contract. Selected consultant 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. The vaccine mandate, 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.
