

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

Title	Funding Code	Type of engagement	Duty Station:
National Consultant – A gender analysis of Social and Behavior Change (SBC) programming for ending child marriage in Ghana	Global Programme to End Child Marriage (SC160258); and Canada (SC180780) WBS: 1620/A0/06/803/009/002	<input checked="" type="checkbox"/> Consultant (110 days within 7 months) <input type="checkbox"/> <input type="checkbox"/>	Ghana, Accra-based with travel to field for data collection
<p>Purpose of Activity/Assignment: To undertake a gender analysis of selected SBC interventions for ending child marriage and generate evidence to further integrate gender-transformative approach into programming</p> <p>Details are as follows:</p> <p style="margin-top: 20px;">I. BACKGROUND AND JUSTIFICATION FOR THE ASSIGNMENT:</p> <p>UNICEF works with the Government of Ghana, civil society organizations, academia and private sector partners in advancing the social and economic development of children in the most disadvantaged communities and advocating for national policies and actions that enable the most disadvantaged to be engaged and protected. Violence against children compromises a child's survival, protection and participation in activities critical to his/her development and achievement of full potential. It has adverse implications in the welfare and development of entire communities, and the country as a whole.</p> <p>While the practice of child marriage has declined from about 40 per cent in 1980s to 19.3 per cent in 2017/2018, one in five girls is still married or in informal union (cohabitation) before the age of 18.¹ Child marriage in Ghana often takes the form of an informal union (54 per cent). The prevalence of marriage by the age 15 has stalled at 5 per cent over the last ten years, without any visible improvement. Recent estimates suggest that child marriage in Ghana is more common among those who reside in rural areas, live in poor households and have little or no education.² The key drivers of child marriage are multiple and multi-faceted, including gender inequality, poverty, lack of educational opportunities, social and gender discriminatory norms, harmful cultural and traditional practices as well as adolescent pregnancy. Poor enforcement of legal frameworks along with inaccessible or ineffective social service delivery across education, sexual and reproductive health, social protection, child protection and justice sectors can further exacerbate the vulnerabilities of children and adolescents, especially adolescent girls, at risk of child marriage, thereby contributing to their social isolation, inequality, exclusion, denial of fulfilment of their capability and negative impacts on physical and psychological well-being.</p> <p>Reinforcing its commitment towards eliminating child marriage, Ghana has developed the "National Strategic Framework on Ending Child Marriage 2017 -2026" to ensure effective coordination and increased collaboration and learning among key stakeholders, including the Government of Ghana's Ministries, Departments and Agencies (MDAs), NGOs, CSOs, development partners, the media, the private sector and academia. The Framework identifies clear national goals, objectives, strategies and key interventions across sectors, including child and social protection, education, health and Gender-based Violence (GBV), towards achieving the Sustainable Development Goals (SDGs) target 5.3. Eliminating harmful practices by 2030. The implementation is being coordinated by the Domestic Violence Secretariat under the Ministry of Gender, Children and Social Protection through the National Coordination Function for Ending Child Marriage. The Operational M&E Plan is updated every two years to support the implementation of the Framework.³</p>			

¹ Ghana Statistical Service, [MICS 2017/2018](#)

² UNICEF, Ending Child Marriage: Profile of Progress in Ghana, 2020

³ The Operational M&E Plan 2020-2021 is available from [here](#). The Operational M&E Plan 2022-2024 is currently being developed and is expected to be finalized in December 2022.

With the support from the UNFPA-UNICEF Global Programme to End Child Marriage, UNFPA and UNICEF have been working with the Government of Ghana and other key stakeholders to strengthen relevant sectoral systems and institutions to effectively respond to the needs of adolescent girls and their families. A key focus is to promote a supportive and gender equal environment by creating dialogues and raising awareness of gender inequalities and their negative consequences and engaging adolescent girls and boys, families, traditional and religious leaders, community groups and service providers (including teachers, social workers and medical practitioners). The flagship programmes being implemented at scale include:

1. **Ghanaians Against Child Abuse (GACA) social drive/campaign:** As part of the Government of Ghana's "[Social and Behaviour Change Communication Strategy for the Protection of Children in Ghana](#)", UNICEF supported the Department of Communication under the Ministry of Gender, Children and Social Protection (MoGCSP), to coordinate with other MDAs, CSOs/NGOs and development partners for the implementation of the GACA social drive/campaign. Since its launch in 2017, GACA has mobilized nationwide support to create a safe and protective environment for children, using digital and traditional media as well as interpersonal communication with the toolkits (see more details below). It has achieved significant reach over the years: In 2021, GACA has reached over 11 million viewers on TV, 6 million listeners on radio and engaged 1,284,566 people online with conversations on [the GACA home page](#) and social media across various child protection issues, including violence against children and child marriage.
2. **Child Protection Community Engagement Toolkits:** UNICEF has partnered with the Government, CSO and NGO partners to develop and implement [the Child Protection Community Engagement Toolkits](#), reaching over 2 million community members in 100 districts since 2016. It aims to increase knowledge and promote positive attitudes and practices among community members for the protection of children. The Toolkits are intended to be used for the engagement of a variety of audiences, including parents, community/traditional/religious leaders, teachers and children themselves, in dialogues on a range of child protection issues and topics, including violence against children and child marriage.
3. **Child Marriage Free Community Alert Campaign:** As part of its initiatives to reverse the child marriage trend in Ghana, UNFPA and the NGO PPAG developed and launched the Child Marriage Free Community Alert Campaign (CMFA) with the Child Marriage Free Alert Flag. The Campaign was launched in 2021 in 30 communities from six districts, reaching 2,278 community members. The campaign has improved community awareness and alertness on child marriage and increased stakeholder collaboration at the community level towards the realization of "Child Marriage Free Communities".
4. **Engagement of men and boys:** To build positive masculinities as part of creating an enabling environment for gender transformation, UNFPA in partnership with the Government of Ghana and other relevant stakeholders has created diverse platforms for engaging men and boys at both national and sub-national levels. 15,789 men and boys have meaningfully participated in reflective dialogues to identify structural inequalities within their respective contexts, and commit to promote gender-equitable behaviors to address relevant issues, such as Sexual Reproductive Health (SRH) and Sexual Gender-Based Violence (SGBV). UNFPA is currently working with the MoGCSP to develop a national advocacy toolkit for engaging men and boys and creating a national "movement" to galvanize men and boys to support gender equality and women's empowerment.
5. **Child Marriage Community Advocacy Toolkit:** UNFPA has partnered with the Government, CSOs and NGOs to develop and implement the Child Marriage Community Advocacy Toolkit. The engagements aim to build on the knowledge of community members to promote positive community response to the issues of SGBV and harmful practices, including child marriage. The targeted advocacy sessions facilitated the engagement of 15,300 parents, community groups and networks, women's associations and traditional/religious leaders across 60 communities in 8 regions, who have a role to play in preventing and responding to child marriage within the communities.

Findings of the Formative and Summative Evaluation of the Government of Ghana and UNICEF's Child Protection Programme (2012-2020) and the multi-country evaluation of community engagement to end child marriage in Ghana (2016-2019) suggest that whilst social and behaviour change programming has raised awareness of gender equality and shifted some norms, particularly those related to women's economic empowerment and child marriage, much work

remains to be done to address entrenched norms and to reduce the high levels of violence reported by girls in Ghana. Findings of the Survey on Communities' Knowledges, Attitudes and Practices relating to Child Protection (KAP survey), which has been conducted as part of the former evaluation, indicate that considerable progress has been made in improving normative framework and service provision as well as significant improvement over time in attitudes and practices across a range of issues confronted by adolescent girls. There has been, however, a less of a change in attitudes as regard to child marriage in rural and less educated communities. Both evaluations recommended that an in-depth gender analysis of existing SBC interventions be conducted to inform more effective strategies, approaches and messaging for promoting a supportive and gender-equal environment towards ending child marriage.

It is for this reason that UNICEF, in partnership with the DV Secretariat and UNFPA, is commissioning a **gender analysis of SBC interventions for ending child marriage in Ghana**. In line with the Objective 5 of the National Strategic Framework as well as the UNICEF Gender Action Plan 2022-2025⁴, the gender analysis aims to increase data and evidence available to inform policy and programming by examining where in the gender-integrated spectrum selected SBC interventions currently exist (Gender harmful, gender neutral, gender sensitive, gender responsive and gender transformative), and what needs to be done to make them more gender-transformative. The gender analysis will be supported by technical experts and researchers of the Strategic Technical Assistance for Research (STAR) initiative as part of the Global Programme to End Child Marriage.

II. PURPOSE AND OBJECTIVES OF THE ASSIGNMENT

The purpose of the gender analysis is to fill in the current knowledge and data gaps and generate practical and actionable recommendations to further integrate a gender-transformative approach into existing SBC interventions for ending child marriage and help strengthen the implementation for promoting a supportive and gender-equal environment towards ending child marriage in Ghana.

The objectives of the gender analysis include:

- Assess selected SBC interventions for ending child marriage⁵ for gender-transformative pathways based on but not limited to the gender-integrated spectrum (Gender harmful, gender neutral, gender sensitive, gender responsive and gender transformative)⁶
- Identify gaps in programming and opportunities to make interventions more gender-transformative
- Examine how messaging impacts on gender and how to avoid backlash from community members, especially men and boy
- Identify key messages that can be used in media campaigns (mass media and social media) and community dialogues to influence knowledge, attitudes, norms, and practices around gender equality, harmful practices, and violence by population and participant characteristics

The intended uses of the gender analysis include:

⁴ The UNICEF Gender Action Plan 2022-2025 recognizes a strategic shift towards an expanded focus on preventing violence and harmful practices by adopting a transformative approach that tackles the gender dimensions of violence. This will require supporting positive social and behavioural change efforts, from the individual through the national level, as a core strategy.

⁵ The SBC interventions which will be analyzed as part of this gender analysis should have specific focus on creating a supportive and gender equal environment for ending child marriage, and should be implemented by the Government of Ghana or NGO/CSO partners with support from UNFPA and/or UNICEF. The SBC interventions to be analyzed include, but not limited to, the ones articulated in the background section. The consultant is expected to propose the selected interventions in the inception report, based on preliminary review of available legal and policy frameworks, literature and evidence.

⁶ Suggested tool: The CARE International's gender marker is available from here:

https://insights.careinternational.org.uk/images/in-practice/Gender-marker/care_gender_marker_vetting_form_english_20191.pdf

- Inform decision-making processes, especially development and if required, adjustment of strategies, approaches and messages of existing SBC interventions towards ending child marriage in Ghana
- Underpin evidence-based contributions towards advocacy efforts for improved and more equitable resource allocation and efficient execution for effective SBC interventions
- Contribute to knowledge generation and learning needs by forming a basis for understanding how gender-transformative Ghana's SBC interventions are and providing evidence as to whether a similar model could be scaled up to other regions, districts and communities in Ghana as well as adapted to other countries, including other countries implementing the UNFPA-UNICEF Global Programme to End Child Marriage, to accelerate efforts towards achieving relevant SDGs for ending child marriage
- Contribute to the evaluation of the Global Programme to End Child Marriage Phase II (2020-2023) by making sound and credible evidence on what works, what does not work well, how and why

The intended audiences of the gender analysis include: the Government of Ghana, including the Department of Gender and the Domestic Violence Secretariat under the MoGCSP, the Ghana Education Service, the Ghana Health Service, the Domestic Violence and Victims Support Unit of the Ghana Police Service and the Judicial Service of Ghana; CSOs and NGOs; academia; development partners, including Germany, Belgium, Canada, Italy, the Netherlands, Norway, the United Kingdom and the European Commission; private sector, including Zonta International; UNFPA and UNICEF Headquarters, UNICEF Office of Research Center – Innocenti, West and Central Africa Regional Offices (WCARO), Ghana Country Offices and other Country Offices who implement programmes for ending child marriage.

The intended audience includes adolescent girls and boys and young women and men as well as community members and traditional and religious leaders. Key findings and recommendations will be presented in a more reader-friendly way for these audience at community level.

Scope of Work:

The scope of the gender analysis will include collection and analysis of primary and secondary data. Based on desk review and available evidence, the consultant will be required to propose the scope of the gender analysis and relevant sampling methodology across the districts where selected SBC interventions are being implemented. It is expected that the sample would include the districts in Northern Ghana bordering Burkina Faso and considered at risk in the event of any Sahel crisis spillover, in order to strengthen programming towards addressing child marriage in the humanitarian context.

The **methodology and technical approach** will include:

1. **Literature and Desk Review:** An initial review of existing program documentation for the existing SBC interventions for ending child marriage, including the ones listed above in the background section, including concept notes and outputs to examine how gender-transformative these interventions are, its effectiveness from a gender lens, and where these interventions have a high potential in addressing root causes of gender inequality and redistributing power and resources towards achieving gender equality. Complement this with a brief review of the recent literature (2017-2022) on promising strategies for implementing media campaigns (mass media and social media) and community dialogues, especially with resistant populations and those where backlash has been observed.
2. **Secondary Data Analysis:** Conduct a review and secondary analysis of the existing KAP survey (ref to the background section) to identify additional learnings and to inform the primary data collection methodology, scope and subsequent steps.
3. **Primary Data Collection:** Upon acceptance of the first two stages, research questions will be collaboratively designed with UNFPA and UNICEF Ghana and the STAR Initiative to support the hypotheses about the gender transformative nature of programming. Strategies may include Key Informant Interviews (KIIs) or Focus Group Discussions (FGDs) with adolescent girls and boys, parents and caregivers, traditional and religious leaders, community groups and other influencers as well as service providers (Government and NGO/CSOs). A proposed strategy should be outlined in the technical proposal to be submitted by applicants for this consultancy, but is subject to change.
4. **Testing of Messages:** Using lessons learned from the first three stages, identify potential messages to employ in media campaigns and community dialogues via systematic testing and investigation. Potential messages will be developed based on evidence generated during the first three stages as well as existing messages used for the

selected SBC interventions. The consultant will field-test these messages with various target audiences through existing platforms and communication channels. Field-testing will help identify more nuanced and contextualized messaging for each type of target audience, such as adolescent girls and boys, parents and caregivers, communities, traditional and religious leaders and sub-national government authorities.

The proposed gender analysis will be complemented by ongoing Government of Ghana-, UNFPA- and UNICEF-supported evidence generation activities, such as the study on social protection and child marriage, the study on drivers of sexual violence, including child marriage, and the study on cohabitation, adolescent pregnancy and child marriage in the Central Region of Ghana.

The research questions can include, but not limited to the following:

1. To what extent are the existing SBC interventions gender-transformative, addressing the causes of gender-based inequalities and contributing to transforming harmful gender roles, norms and power relations?
2. To what extent are the delivery mechanisms of the existing SBC interventions gender-transformative?
3. To what extent are community engagement interventions rights-based, inclusive and participatory, reaching the most marginalized adolescent girls?
4. To what extent are strategies to engage men and boys in community dialogues contributing to positive masculinities and a gender equal environment?
5. To what extent are SBC messages contributing towards demonstrating positive attitudes towards and investment in adolescent girls?
6. What types of messages resonate most with target populations, especially marginalized and/or resistant populations such as rural, low-educated groups?

In addition, the gender analysis needs to be guided by:

Gender and Inclusion: The gender analysis is expected to move beyond mere disaggregation of assessment data by sex to adopt a human right and a gendered transformative approach to ending child marriage. This implies that the study will actively engage with gender as a social construct that influences the experiences and opportunities available to girls and boys and to understand and address gender differences observed in girls' and boys' protection outcomes. In the context of child marriage, it should also explicitly look for instance at how existing gender inequalities shape the power dynamics, self-perceptions, etc. The gender analysis will need to be attentive to the specific vulnerabilities and opportunities needed for girls and boys, including adolescents, to ensure their greater protection from various forms of violence including GBV and exploitation, particularly child marriage.

Ethics and Child Protection: When the respondents for this gender analysis will involve children aged 10-19 years, additional care will be taken to ensure that the research with this age group is subject to ethical guidelines focused on minimizing the possibility of distress or harm for participants and that data collection activities cause limited disruption to the normal lives of the respondent groups. Contractor certification (e.g. CITI/NIH) on ethical considerations for doing research on child protection issues is an advantage. The consultant is expected to follow UNICEF's standards and practices relating to this. The consultant is also required to obtain ethical approval from a relevant and recognized national Ethics Review Committee / International IRB.

Relevant stakeholders in terms of work processes, as referenced earlier, the consultant is expected to work closely and through a consultative process with UNICEF, UNFPA, the MoGCSP's DV Secretariat and selected stakeholders for overall technical guidance and logistics support. The group will review and provide feedback reports on agreed task/deliverables submitted by the consultant. UNICEF, UNFPA and the DV Secretariat will work with relevant ministries and agencies to facilitate the consultant's access to relevant background materials and information related to the subject of the study, as well as meeting with key stakeholders at national and decentralized levels.

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:

Data collection for 15 days and field-testing of messages for 5 days

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):

Data analysis for 10 days

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

Budget Year: 2023	Requesting Section/Issuing Office: Child Protection	Reasons why consultancy cannot be done by staff: Staff do not have capacity (technical expertise and time) to conduct the gender analysis with the proposed scope. Please find more information in the “scope of work” section above in the Terms of Reference.
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Included in Annual/Rolling Workplan: ☒ Yes – the Activity 9.2 under the Government of Ghana-UNICEF Child Protection ☐ Biennial Workplan 2023-2024

Consultant sourcing:

☒ **National** ☐ International ☐ Both

Competitive Selection:

☒ **Advertisement** ☐ ☐ Roster

Single Source Selection ☐ (Emergency - Director’s approval)

Request for:

☒ New SSA – Individual Contract

☐ Extension/ Amendment

If Extension, Justification for extension:

Supervisor:

Child Protection Specialist (Harmful practices, gender and adolescents)

Start Date:

1 May 2023

End Date:

30 November 2023

Work Assignments Overview	Deliverables/Outputs	Delivery deadline	Estimated Budget (US\$)
1. Inception phase: 1.1. Preliminary review of available legal and policy frameworks, literature and evidence undertaken by key stakeholders, including UNFPA and UNICEF - globally, regionally, and nationally, as well as programme documentation of existing SBC interventions for ending child marriage, including those listed above in the background section 1.2. Review and secondary analysis of the existing KAP survey data (ref to the background section) 1.3. Initial roundtable on the tailoring, defining, and conceptualizing the scope of the gender analysis 1.4. Development of the inception report which includes: a) defined scope of the gender analysis, including a list of selected SBC interventions and rationale for the selection; b) initial proposal for an integrated conceptual framework for the gender analysis based on preliminary desk review and secondary data analysis; c) identification of key national and local stakeholders; d) methodology, timelines, and milestones; e) proposed outline of the report; and f) suggestions for a dissemination strategy for study findings. The inception report will also include an assessment of the data availability, quality and gaps in existing evidence with recommendations for further data collection and analysis.	Inception report setting out the approach and workplan	15 May 2023 (15 days)	TBD
2. Conceptualization and development of methodologies and tools 2.1. Finalize an integrated conceptual framework, protocol, instruments, and training approach for data collection 2.2. Submit preliminary data collection tools to the Ethical Review Committee for review to kick-off a review process and avoid any delay 2.3. Engage with the DV Secretariat, UNFPA, UNICEF and relevant stakeholders in a consultative process to develop and validate	Development of a study protocol, a methodology and tools for data collection; Pre-testing of data collection tools, and submission of a pre-testing outcome report and final data collection tools	30 June 2023 (20 days)	TBD

<p>both quantitative and qualitative data collection methodologies, including: sampling; data collection tools (inc. surveys, focus groups discussions and key informant interviews); child safeguarding protocols and ethical considerations (inc. data protection, confidentiality, safety and security for the data collection team, etc.)</p> <p>2.4. Develop accompanying guidance for data analysis</p> <p>2.5. Pre-test data collection tools and prepare and submit an outcome report summarizing the key findings and recommendations, together with the final data collection tools</p> <p>2.6. Submit final data collection tools to the Ethical Review Committee</p>			
<p>3. Data collection and analysis</p> <p>3.1. Conduct data collection training for enumerators, including on child safeguarding and Protection from Sexual Exploitation and Abuse (PSEA)</p> <p>3.2. Complete primary data collection as per the agreed methodology</p> <p>3.3. Analyse data, share top-line findings and identify information gaps to be addressed</p> <p>3.4. Engage in follow-up consultations with key actors and stakeholders to address any emerging data gaps from above</p>	Data collection and analysis completed (5 days for training for enumerators ⁷ ; 15 days for actual data collection; and 10 days for data analysis)	15 August 2023 (30 days)	TBD
<p>4. Testing of messages*</p> <p>4.1. Develop a set of key messages based on evidence generated through literature and desk review, secondary data analysis and primary data collection as well as existing messages used for the selected SBC interventions</p> <p>4.2. Field-test a set of key messages with various target audiences, including adolescent girls and boys, parents and caregivers, communities, traditional and religious leaders and sub-national government authorities</p> <p>4.3. Revise a set of key messages based on the results of field-testing</p>	A set of key messages developed and submitted for review (2 days); A set of key messages field-tested (5 days); A short report summarizing the results of field-testing and revised messages developed and submitted (3 days)	31 August 2023 (10 days)	TBD
<p>5. Report writing</p> <p>5.1. Draft a report detailing the answers to the key research questions areas stated above,</p>	Draft report with headline findings, accompanying a slide deck summarizing key findings	30 September 2023 (15 days)	TBD

⁷ The consultant is expected to recruit enumerators within the budget of this gender analysis. The number of enumerators will depend on the scope of primary data collection, which will be discussed and agreed upon through the desk review and secondary data analysis phases.

<p>including key successes, gaps, and general recommendations (inc. a set of key messages)</p> <p>5.2. Present the draft study findings to UNICEF, UNFPA, the DV Secretariat and relevant stakeholders to validate study findings and recommendations together with a dissemination plan, during the face-to-face validation workshop (The workshop will be organized by UNICEF and will be facilitated and moderated by the consultant.)</p>	<p>and recommendations and a dissemination plan submitted and presented for stakeholder validation during the face-to-face validation workshop</p>		
<p>6. Report finalization</p> <p>6.1. Based on the feedback received, submit the final report, an accompanying slide deck, a dissemination plan, two infographics summarizing key findings and recommendations (Two infographics will be developed with support from an editor to be hired by UNICEF: The one infographic will be targeted at policy makers, decision-makers, programme implementers and development partners; and the other one will be targeted at non-research and policy audience, such as adolescents, community members and traditional and religious leaders)</p>	<p>Final report; a final slide deck summarizing key findings and recommendations; a final dissemination plan; two infographics</p>	<p>30 November 2023 (20 days)</p>	<p>TBD</p>

Estimated Consultancy fee			TBD
Travel International (if applicable)	NA		
Travel Local (please include travel plan)	<p>Data collection (15 days): 6 districts in 3 regions (Northern, Eastern and Central); 2 districts (urban/rural) per region</p> <p>Testing of messages (5 days): 2 districts (urban/rural) in the Eastern region</p>		TBD
DSA (if applicable)			
Total estimated consultancy costsⁱ			TBD
<p>Minimum Qualifications required*:</p> <p> <input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other </p> <p>Enter Disciplines:</p> <p>An advanced university degree (Master's or higher) in social sciences, gender, international development or another relevant field</p> <p><i>*Minimum requirements to consider candidates for competitive process</i></p>	<p>Knowledge/Expertise/Skills required *:</p> <ul style="list-style-type: none"> A minimum of eight years of relevant professional experience in conducting and leading studies, research and evaluations in relevant fields, such as gender, child marriage, child protection, GBV, SBC and adolescent programming Professional experience in conducting and leading a gender analysis In-depth knowledge of gender-transformative approach, including a gender-integrated spectrum Good understanding of social behaviour change Professional experience in Ghana and/or familiarity with the national context is considered an asset. Fluency in English is required. Knowledge of local languages spoken in Ghana is an asset <p><i>*Listed requirements will be used for technical evaluation in the competitive process</i></p>		
<p>Evaluation Criteria (This will be used for the Selection Report (for clarification see Guidance))</p> <p>Interested candidates should apply on-line to the link provided indicate their all-inclusive fee (professional fees and all travel related cost) in Ghana Cedis (for Ghana nationals only)</p> <p>In addition to the CV/Resume, candidates should attach a two-page note on how he/she intends to effectively accomplish this assignment within the time frame.</p> <p>Interested consultant will need to provide a technical and financial proposal responding to the terms of reference and indicated deliverables.</p> <p>Submitted proposals will be evaluated using Cumulative Analysis Method against a score of 100 points with a maximum of 75 points allocated for the technical proposal and 25 points allocated for the financial proposal. A minimum of 50 points will be required from the technical proposal for further consideration. The Technical Proposal shall also include</p>			

updated profile/CV of applicants and electronic copies/links of two most recent and relevant studies performed previously by the researcher.

1. Structure of Technical Proposal:

The consultant must submit a brief (2-3 pages) technical proposal, which should:

- Demonstrate an understanding of the ToR;
- Describe the study methods, including approach, broad stakeholders for data collection at national, regional and district levels and sampling, responding to the proposed research questions articulated in the ToR as well as propose any additional research questions;
- Include a brief workplan with indicative timeline; and
- Include a short description of and links to previous related experience and successful completion of similar assignments

2. Structure of Financial Proposal:

The financial proposal for this study must be submitted separately from the Technical Proposal. It should stipulate all-inclusive fee including lump sum travel and subsistence cost related to executing the ToR, and a brief description of the costs. There is no length limit to the financial proposal. It should contain the following:

- The daily rate of the consultant in GHS
- Number of days per diem for field missions/ training/ data collection/ workshops and other foreseen travel and proposed per diem rate*
- Data-collection costs including contracting, training, deployment/ transportation, and management of enumerators
- Any other expenses foreseen

*Final per diem rate will be determined in accordance with UNICEF standards and guidelines

Administrative details:

Visa assistance required: Not applicable ☐

☒ Home Based ☐ Office Based: Not applicable

If office based, seating arrangement identified: ☐

IT and Communication equipment required: ☐

Internet access required: ☐

Request Authorised by Section Head

Request Verified by HR:

Approval of Chief of Operations (if Operations):

Approval of Deputy Representative (if Programme)

Representative (in case of single sourcing/or if not listed in Annual Workplan)

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 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 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 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.
