**TERMS OF REFERENCE FOR INDIVIDUAL CONTRACTORS/ CONSULTANTS**

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| **PART I** | | |
| Title of Assignment | Situation of children and progress in Eastern and Southern Africa Regional (ESAR) on SDGs and contribution of Regional priorities | |
| Section | Programme Planning and Monitoring (PPM) | |
| Location | Remote/Home based | |
| Duration | 30 working days | |
| Start date | **From:** May 3, 2021 | **To:**  June 18, 2021 |

**BACKGROUND AND JUSTIFICATION**

“Regional Priorities” initiative has been a core component of UNICEF Eastern and Southern Africa (ESA) region’s programme and management excellence since 2014. Aligned with UNICEF Strategic Plan, the ESA “Regional Priorities” have helped define and structure the collective contribution and accountabilities of the 21 Country Offices and the Regional Office to the programmatic results of the UNICEF Strategic Plan.

The ESA “Regional Priorities” have been structured to mirror the Strategic Plan’s Goal Areas and Result Areas and are measured mostly with UNICEF global standard indicators of the Strategic Plan. 21 Country Offices opt-in on relevant Focus Areas (corresponding to SP’s Result Areas) that they would contribute to. They adopt corresponding regional outcome and output indicators into their country-level monitoring framework, set targets, and report to the Regional Office every year. This reported data is used to inform the ESA Regional Management Team each year as the progress for children in the region.

In the final year of the ESA “Regional Priorities” and UNICEF Strategic Plan cycle of 2018-2021, a systematic and objective stocktaking exercise is envisaged to understand the current situation of children and the progress made towards 2030 child-related SDG targets in ESAR, with clearer awareness of the contribution of the “Regional Priorities” mechanism of monitoring/reporting. The stock-taking will help understand ESAR’s contribution to the Strategic Plan achievements and the SDGs, including in relation to global achievements and progress in other regions. It is anticipated that the analysis will also facilitate the identification of areas where country offices are progressing satisfactorily and areas that need further acceleration in the eve of UNICEF’s launch of the new Strategic Plan 2022-2025. The analysis must take into consideration the unfolding impacts of the ongoing COVID-19 pandemic, noting the impact of the pandemic on the lives of children and achievement of results in the region.

**PURPOSE OF THE ASSIGNMENT**

The purpose of the proposed consultancy is to support ESARO conduct a stock-taking exercise of the progress of the region’s children towards the 2030 agenda to inform advocacy and decision making within ESAR – at regional and at country level – including progress against the 2018-2021 Regional Priorities.

**SCOPE OF WORK**

The scope of assignment will be composed of the following:

* Conduct a regional level analysis of impact and outcome level trends and progress towards relevant SDG and Strategic Plan targets, including the areas reflected in the ESA regional priorities
* Analyse the contribution of ESAR and its Regional Priorities to the SDG and Strategic Plan achievements using the regional priorities’ indicators and targets
* Identify SDG and Strategic Plan targets in need of acceleration, particularly inequalities and reversals of results in the region
* Highlight existing data gaps and propose suggestions for recovery of identified data gaps

Regarding the geographic scope, the analysis will cover all 21 countries[[1]](#footnote-2) covered by UNICEF Eastern and Southern Africa Regional Office. All available data points will be used for reliable trend analyses (not going back more than 2010 unless no other estimates exist) on the situation of children, whereas the assessment of the regional priorities might be bound to three years (2018-2020) given the availability of data.

It is expected that analysis, documentation, and presentation of the analysis will take approximately 30 working days between May 1 and June 18, 2021.

**METHODOLOGY**

The methodology includes secondary analysis and visualization of findings from publicly available and UNICEF data sources. To ensure consistency with global publications, relevant custodian agency databases will be used (especially for SDGs) and other relevant UN databases for other SP indicators. Where these are not available, country level sources will be leveraged, especially on national inequities. If additional data processing of raw data is required, it will be ensured that related results are published in consultation with the respective countries.

The above data will be placed alongside existing UNICEF ESAR Regional Priorities reporting database of ESARO, against prescribed outcome/outputs. The analysis will remain at outcome level data, using output level data only as reference and information.

Suggested sources of information, among others, include: UNSC’s UNSDG indicator database, UNICEF: State of the World’s Children reports (SOWC), UNESCO: UIS, WHO: World Health Statistics Reports, Inter-agency expert group on mortality, ILO: LABORSTA databases, other international (global) sources as necessary, and UNICEF ESARO’s Regional Priorities Database. At the country level, data sources will include (amongst others): National Demographic and Health Surveys (DHS) series, Multiple Indicator Cluster Surveys (MICS) series, National Family Health Surveys, other published national sources (e.g. SMART surveys, Youth surveys, MIS, etc.), programme data (RAM, SMQ, and other sources) available at regional and country level, and other agreed national sources providing information at national and sub-national level for countries in emergency context

**DELIVERABLES**

The expected deliverables of this consultancy are as follows:

* Framework of analysis and work plan
* The publication report outline based on the agreed analysis framework
* A final report based on agreed (with supporting data provided in MS excel)
  + A draft outline (not to exceed 30 pages)
    - Executive summary
    - Background/purpose/use
    - Findings (internal structure to be agreed based on above)
    - Conclusions
    - Annexes
* A 3-4 pager infographic brief based on the executive summary
* A summary presentation for the mid-May ESARO RMT

**WORK PLAN, DELIVERABLES, AND MANAGEMENT**

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| **Task** | **Deliverable** | **Estimated No. of Days** | **Indicative**  **Timeline** | **Payment Plan** |
| 1. Inception phase – establishment of framework of analysis, outline of report, development of work plan, including identification of additional data sources | Framework of Analysis, Outline of report, and Work plan | 2 days | May 6 | 10% |
| 1. Data collation and analysis on each Regional Priority | Data Analysis | 15 days | May 25 | 40% |
| 1. Preparation of desk-based key draft findings for ESARO internal validation | Draft findings | 2-3 days | May 28 | 10% |
| 1. Presentation at RMT to validate findings and recommendations; address key issues | Draft power point presentation | 1 day | June 2 | 10% |
| 1. Consolidated, structured set of analytical report of findings | Final Report (20-30 pages) and Infographic Brief (3-4 pages) | 5 days | June 11 | 30% |
| **Total** |  | **30 days** |  | **100%** |

**PAYMENT SCHEDULE**

Payments will be based on timely and quality deliverables cleared by PPM section to be invoiced with the Final Report.

**Conditions**

* As per UNICEF policy, payment is made against approved deliverables. No advance payment is allowed unless in exceptional circumstances against bank guarantee, subject to a maximum of 30 per cent of the total contract value in cases where advance purchases, for example for supplies or travel, may be necessary.
* The consultant selected will be governed by and subject to UNICEF’s General Terms and Conditions for individual contracts.
* Performance will be evaluated considering quality of deliverables, consultation with stakeholders, timeliness of deliverables of and comprehensiveness of work as defined in the terms of reference.
* The consultant may not publish or disseminate Reports, data collection tools, collected data or any other documents produced from this consultancy without the express permission of and acknowledgement of UNICEF.
* The consultant will be required to clearly identify any potential ethical issues and approaches, as well as the processes for ethical review and oversight of the evaluation process in their proposal

**KEY SKILLS & QUALIFICATIONS**

* Masters (required) or Advanced Degree (Ph.D. desirable) in the development field, including monitoring and evaluation, statistics, social sciences, programme planning, or demography
* At least 10 years of progressively responsible professional work experience at national and international levels in conceptualizing, designing and implementing reviews of large-scale programmes in developing countries, including experience with both quantitative and qualitative research methods
* Demonstrated expertise in assessing development and humanitarian programme results; good knowledge of development and programme issues, especially with children’ issues and UNICEF’s work.
* Excellent writing skills and fluency in English is required.
* Demonstrated ability to produce high quality evaluation and/or analytical research reports
* Proven ability to: (i) handle multiple tasks under pressure with short deadlines; (ii) ability to work independently, seeking guidance on complex issues; and (iii) excellent interpersonal skills, proven team orientation and the ability to work across unit boundaries.

**Competencies**

Core Values:

* Care
* Respect
* Integrity
* Trust
* Accountability

Core Competencies:

* Builds and maintains partnerships
* Demonstrates self-awareness and ethical awareness
* Drive to achieve results for impact
* Innovates and embraces change
* Manages ambiguity and complexity
* Thinks and acts strategically
* Works collaboratively with others

**ADMINISTRATIVE ISSUES**

The consultant should perform the work using his/her own resources (e.g. computer, internet connection) and will not be provided with a working space. The work will be performed remotely/home-based. The Consultant will, therefore, be available for calls and skype meetings between 0800 and 1700 EAT while working remotely.

**CONDITIONS**

The candidate selected will be governed by, and subject to, UNICEF’s General Terms and Conditions for individual contracts. The work can be performed remotely/home-based. All products and data developed and collected for this agreement are the intellectual property of UNICEF. The consultant may not publish or disseminate the final report, or any other document produced from this work without the express permission and acknowledgement of UNICEF.

**HOW TO APPLY**

Qualified candidates are requested to submit the following documents by **COB April 26, 2021** (Incomplete applications will not be considered):

1. Cover letter describing motivation for the consultancy.
2. Expression of interest (EOI) demonstrating understanding of the terms of reference and proposing the consultant’s approach to the assignment.
3. Curriculum Vitae
4. Quoted daily fees in US$
5. Confirmed availability to start 3 May 2021

1. Angola, Botswana, Burundi, Comoros, Eritrea, Ethiopia, Kenya, Lesotho, Madagascar, Malawi, Mozambique, Namibia, Rwanda, Somalia, South Africa, South Sudan, Tanzania, Uganda, Zambia, Zimbabwe [↑](#footnote-ref-2)