Terms of Reference for Individual Consultants

Individual Consultants - Technical and Methodological Consultants for Evidence activities on Long Term Agreements (LTA) for 2 + 1 years (open to both National & International Consultants)

Duty Station: New Delhi

LTA Duration: 2 + 1 years

Closing Date: 17th October 2025

1. BACKGROUND AND PURPOSE

UNICEF works to advance the rights of children, adolescents and women in India. The organisation began its work in India in 1949 and advocates for the rights of children in 16 states through 15 State Offices, working closely with government and other partners in the design and implementation of child related policies and programmes. UNICEF has 8 outcomes for its programme in India or 'sectors' it works in: health; nutrition; water, sanitation and hygiene; education; child protection; inclusive social policy; and programme effectiveness (e.g. social behaviour change, disaster risk reduction, private sector engagement, etc.).

UNICEF is committed to the central role of research, monitoring and evaluation in results-based management, and continually seeks to strengthen the evidence and data function with a view to supporting programming. While furthering accountability towards governments, donors and other partners, data and evidence yield important lessons that will further enhance UNICEF's contribution to development and the lives of children in India.

The overall evidence work at UNICEF India is coordinated and technically led by the Evidence for Children Section, under the leadership of the Chief of Evidence, the first of its kind in UNICEF globally. UNICEF's evidence function has grown substantially in response to increased expectations from Government and other partners, who increasingly look to UNICEF as the knowledge leader on issues related to children and also increasing number of evaluations, studies and research. In line with UNICEF India's ongoing commitment to further strengthen the quality, relevance and utility of its evidence and data generation, through establishing more robust quality assurance mechanisms, the office is diversifying ways to source highly specialized expertise.

2. KEY OBJECTIVES & DELIVERABLES

To ensure that methodological and technical evidence-needs of UNICEF India (its Field Offices, Programme Sectors, and cross-cutting Leads) are met by leveraging the specialized expertise of external experts who can provide quick support toward delivering customized inputs and products.

Main tasks:

Individual consultants selected as part of this LTA will be required to undertake specific methodological or analytical tasks related to small assignments scoped by UNICEF. The main types of tasks are listed below, although these may vary to some extent from assignment to assignment:

Technical/methodological support

- Provide 'help desk' type advisory support to UNICEF staff members based on an articulated evidence or data need/query (e.g. 1–2 hour consultation)
- Produce technical briefs/notes (2-3 pages), including recommended designs and methods, based on a brief of the background, objectives, key questions of a particular evidence or data assignment
- Prepare Data Validation Protocols, Monitoring Frameworks, Result matrix, M&E Plan.

Data Analytics support

- Produce a data analysis plan (quant, qual, or mixed) based on the objectives, scope, methods and data available for the assignment
- Conduct advanced data analysis (quant, qual, or mixed) and produce a report/factsheet which can then be incorporated into the larger project by UNICEF – where a dashboard is possible or appropriate, this could also be an associated deliverable
- Prepare metadata and codebooks to accompany datasets, ensuring transparency and reproducibility.

Quality assurance support*

- Review and provide inputs into concept notes, terms of references, draft protocols or questionnaire, including weighing in on design and methodological options, sample size calculations and analytical approaches that are most appropriate
- Review and provide inputs into draft and final reports of research, studies or evaluations, where a specific design or method has been used, acting as an independent expert reviewer to validate the results

**In this capacity, consultants may be requested to participate formally in Evaluation or Research Reference Groups, which would include these activities over a period of 6-12 months.*

Capacity building support

- Conduct training sessions with UNICEF staff members on specific designs, methods, analysis techniques or software, in which the consultant is an expert – these are usually virtual and last between 2-3 hours.

The duration and scope of assignments will vary, however, based on the tasks outlined above it is expected that the duration will be between a few days on inputs to a few weeks.

Coordination/management

- The LTA will be managed by the Evidence Section at UNICEF India. Requests for support as articulated above will be coordinated by a focal point in the team.
- Consultants, once selected/assigned to the specific task, will usually work with UNICEF staff members who are the designated activity managers, with the focal point from the Evidence Section in copy. For some assignments/tasks, the consultants may work with the Evidence Section directly.
- In their applications, interested individuals are expected to indicate their advanced technical skills/expertise (see indicative list below), as well as an indication of their availability to work on assignments – i.e. number of days per month

A proposed list of technical and methodological evidence-related skills required are listed below into 6 categories

Category 1: Experimental/quasi-experimental designs and methods

- E.g. randomized-controlled trials, propensity score matching, interrupted time series analysis, regression discontinuity analysis, macroeconomic modelling, microsimulation, etc.
- Advanced statistical sampling techniques e.g. small area estimation
- Advanced statistical analysis (using Python, R, STATA, SPSS)

Category 2: Programme economics

- E.g. cost-benefit analysis, cost-effectiveness analysis, budgetary analysis and expenditure reviews, etc.
- Advanced statistical analysis (using Python, R, STATA, SPSS)

Category 3: Data visualization (including Power BI, Tableau, Google Studio etc)

Category 4: Qualitative designs and methods

- E.g. human centred design (HCD), grounded theory approaches, outcome harvesting, most significant change, contribution tracing/process tracing, qualitative impact protocol (QuIP), environmental footprint designs, photovoice, etc.
- Advanced qualitative data analysis (using NVivo, ATLAS.ti, MAXQDA, Dedoose, etc)

Category 5: Reviews and syntheses

- E.g. systematic reviews, evidence gap maps, meta-analysis, critical appraisal methods

Category 6: Application of Artificial Intelligence models in generation and analysis of data

- Quantitative
- Qualitative
- Both qualitative + quantitative

3. MAJOR TASKS AND ACTIVITIES TO BE ACCOMPLISHED

Work Assignments Overview (*Include Major Tasks and Activities)*	Deliverables / Outputs	Estimated Quantity per year	Timeline / Date for submission of Deliverable*
Technical/methodological support			
Provide 'help desk' type advisory support to UNICEF staff members	1-2 virtual consultations and Written advice on specific queries / needs		1 week
Produce technical briefs/notes	Technical brief/note (2-3 pages)	4	1 week
Prepare protocols, frameworks and plans to data, monitoring and evaluation	Data Validation Protocols	3	2 weeks
	Monitoring Frameworks	3	2 weeks
	Result matrix	3	2 weeks
	M&E plan	3	2 weeks
Data analysis support			
Design data analysis plan (quant, qual, or mixed)	Technical brief/note – short (3-5 pages)	4	1 week
	Technical brief/note – long (7-10 pages)	2	2 weeks
Conduct advanced data analysis (quant, qual, or mixed)	Factsheet – short (3-5 pages)	4	2-3 weeks
	Factsheet – long (7-10 pages)	2	4-5 weeks
	Report (20-30 pages)	2	6-8 weeks
	Infographics (2-3 pages)	10	1 week
	Dashboard	2	6-8 weeks
	Meta-data and codebooks for analysis completed		(along with associated deliverables above)

Quality assurance support			
Provide inputs into concept notes, terms of references or draft protocols	Annotated concept note (approx. 5-7 pages) + summary feedback + 1 virtual call of 1-2 hours	2	1 week
	Annotated ToR (approx. 10-12 pages) + summary feedback + virtual call of 1-2 hours	2	1 week
	Annotated draft protocol (approx. 20-25 pages) + summary feedback + virtual call of 2 hours	2	2 weeks
Provide inputs into draft and final reports of research, studies or evaluations	Annotated draft final report – short (approx. 25-30 pages) + summary feedback + 1 virtual call of 3 hours	2	2 weeks
	Annotated draft final report – medium (approx. 30-45 pages) + summary feedback + 1 virtual call of 3 hours	2	2 weeks
	Annotated draft final report – long (approx. 45-60 pages) + summary feedback + 1 virtual call of 3 hours	2	3 weeks
Capacity building support			
Conduct training sessions with UNICEF staff members	Presentation Key resources for the capacity building session Post-training report (2-3 pages)	6	2 weeks
**note: exact timelines will vary per assignment and will be clearly agreed between the UNICEF activity manager and the consultant*			
Travel – National & International (if applicable)	No travel is expected. If required, it will be reimbursed on actuals.		

4. DUTY STATION

New Delhi.

5. OFFICIAL TRAVEL INVOLVED (ITINERARY AND DURATION)

No travel is expected. If required, it will be reimbursed on actuals.

6. ESTIMATED DURATION OF LTA

The Long-Term Arrangement (LTA) will be for a duration of three years. The initial period would be for two years with an option for renewal for a subsequent year on the same rates, terms and conditions, subject to satisfactory performance evaluation and continuing need for the service.

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

Qualification:

Post graduate degree / diploma or higher degree holders in social sciences, economics, mathematics, or natural sciences.

Years of Experience/Knowledge/Expertise/Skills required:

- PhD is strongly preferred in the listed disciplines.
- Advanced expertise in one or more designs or methodologies and skills outlined in this ToR; this would normally entail a minimum of 8 years of experience in these specific domains, which can include academic experience but must also include experience applying the designs/methodologies/techniques in practice, within the context of social development projects.
- Domains for methodological/technical expertise:
    - Randomized-controlled trials, propensity score matching, interrupted time series analysis, regression discontinuity analysis, macroeconomic modelling, microsimulation, etc.
    - Advanced statistical sampling techniques e.g. small area estimation
    - Advanced statistical analysis (using Python, R, STATA, SPSS)
    - Cost-benefit analysis, cost-effectiveness analysis, budgetary analysis and expenditure reviews, etc.
    - Data visualization (including PowerBI, Tableau, Google Studio etc)
    - Human centred design (HCD), grounded theory approaches, outcome harvesting, most significant change, contribution tracing/process tracing, qualitative impact protocol (QuIP), environmental footprint designs, photovoice, etc.
    - Advanced qualitative data analysis (using NVivo, ATLAS.ti, MAXQDA, Dedoose, etc)
    - Systematic reviews, evidence gap maps, meta-analysis, critical appraisal methods
    - Application of Artificial Intelligence models in generation and analysis of data (quant, qual, mixed)
- Proven professional experience in writing, editing, analyzing, transforming and translating data and information (using qualitative, quantitative, or mixed methods) into compelling knowledge products that are aimed at influencing policies and programmes.
- Knowledge of current trends and issues in areas relevant to UNICEF's work in India.
- Fluency in English and knowledge of other Indian languages will be an asset.
- Excellent inter-personal skills to work with a range of stakeholders.
- Ability to work independently and deliver against tight deadlines.

8. TECHNICAL EVALUATION CRITERIA (WITH WEIGHTS FOR EACH CRITERIA)

Technical and Financial ratio is 75:25 (technical proposal-75 points and financial proposal-25 points)

S. No.	Evaluation Criteria	Max. Marks	Min. Marks
1.	Educational qualifications: PhD in social sciences, economics, humanities, natural sciences	**5**	**-**
2.	Relevant professional experience in research, evaluations, and data analytics assignments in the development sector; experience working with multilateral organisations (including the UN) is preferred	**15**	**-**
3.	Extensive knowledge and experience in one or more of the advanced technical areas outlined in this ToR – designs, methods, analysis, techniques	**30**	**-**

	Sub-total *(to qualify for interview a minimum of 38 marks required out of 50)*	**50**	**38**
	Technical interview	**25**	**-**
	Total	**75**	**56**

Note: Applicants scoring 38 marks (out of 50) will be called for interview. Qualifying score in technical evaluation is 56 out of 75 marks.

9. PAYMENT SCHEDULE

Payment will 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.

10. 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 to ensure 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.

HOW TO APPLY:

The application to be submitted through the online portal and must contain separate attachments, as follows:

1. A cover letter (max 2 pages) explaining the motivation for applying and explaining how the qualifications and skillset of the candidate are suitable for this position **(to be uploaded online under "Cover Letter" tab)**
2. An updated CV demonstrating all requirements stated above **(to be uploaded online under "Resume" tab)**
3. A completed checklist indicating (**to be submitted online)**:

   a) The specific designs/methods/techniques of expertise, as articulated above (in case there are additional areas of expertise, these can be added under 'other' with a description, applicants can select one or multiple areas of expertise).

   b) The tasks willing to take up from the four categories outline above – technical/methodological support, data analysis support, quality assurance support, capacity building support.

INTERESTED APPLICANTS ARE REQUESTED TO FILL THE CHECKLIST FORM (LINK SHARED BELOW) TO BE CONSIDERED FOR THE LTA:

Link: **Checklist - Technical and Methodological Consultant for Evidence on LTAs**

4. A sample of work demonstrating one or multiple areas of expertise (**to be uploaded online under "Technical Proposal" tab).**

5. A financial proposal including rates against each of the deliverables, for the relevant categories of tasks, as per the template attached. Please do not forget to specify your name in the file while saving **(to be uploaded online under "Financial Proposal" tab).**

Important Note: Please do not indicate financials anywhere else in the online application form, please mark "n/a or 00", under the fee related questions in the online application form.

Without all the above documents, your application will be considered incomplete and invalid and will not be considered further.

- Any attempt to unduly influence UNICEF's selection process will lead to automatic disqualification of the applicant.
- Joint applications of two or more individuals are not accepted.
- Please note, UNICEF does not charge any fee during any stage of the process.
- Women, trans, non-binary and gender diverse candidates meeting the requirements are strongly encouraged to apply.
- UNICEF is committed to diversity and inclusion and encourages qualified candidates from all backgrounds including persons living with disabilities to apply.
- General Terms and Conditions for the Consultancy Contract is attached for your reference.

For any clarifications, please contact:
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