

## UNICEF GUYANA AND SURINAME

### TERMS OF REFERENCE FOR A NATIONAL INDIVIDUAL CONSULTANT

<b><u>Country Office:</u></b>	Guyana - Suriname
<b><u>Duty station:</u></b>	Georgetown
<b><u>Consultancy title:</u></b>	<b>New Generation, Equity-focused Situation Analysis of children and Women in Guyana (Nationals of Guyana only)</b>
<b><u>Supervisor:</u></b>	Monitoring and Evaluation Specialist
<b><u>Duration of Contract:</u></b>	Forty Days (40 days) 16 November 2020 to 15 January 2021

#### Note

These Terms of Reference are for a local individual Consultant to conduct a Situation Analysis (SitAn). This SitAn will utilise a rights-based, gender sensitive, equity-focused and risk informed approach and will provide an accurate understanding of the current situation of children and women in Guyana, which is critical for evidence-informed planning, policy formulation and programme design in the Government of Guyana the UN and UNICEF. This will also inform the development of the next Government of Guyana-UNICEF Country Programme Document (CPD for 2022-2026).

## 1. Background

Guyana is located on the northeast coast of South America and is bordered by the Atlantic Ocean, Suriname, Brazil, and Venezuela. It has a landmass of 215,000 square kilometres and is divided into 10 administrative regions. Guyana is a sparsely populated country totalling 746,955, with 50.2 per cent males and 49.8 per cent females, inhabitants, of whom 89 per cent live mostly along a narrow coastal strip (Guyana Bureau of Statistics 2014). Besides, 35.5 per cent of the population is under 15 and young people 15-19 represent about 8.9 per cent. The Coastland regions, which include the capital city has a population size of 89.1 per cent. The population of the Hinterland regions, comprising more than two-thirds of the land area, is 10.9 per cent. The population in the hinterland of Guyana is over 80 per cent Amerindian descent and Amerindians account for 9.2 per cent of the population. Guyana's child population is 293,915 or 39.35 per cent of the total populations and of the child population, 4248 children are living with disabilities.

Guyana is a middle-income country with a per-capita income of US\$5,194 (World Bank 2019) and a Gross Domestic Product growth from 3.42 in 2018 to 3.82 in 2019. Though Guyana's Human Development Index ranking has improved, Guyana is still ranked at 123<sup>rd</sup> out of 189 countries. Without concerted efforts to accelerate and consolidate social gains, Guyana risks missing a unique opportunity to fast-track inclusive economic growth resulting from the oil discovery and demographic dividend.

In 2019, the Governments invested about 14.5 per cent of Gross Domestic Product (GDP) in the social sector programmes to ensure basic social services for all, including children; Investment in social assistance (core and complementary). The discovery of large oil reserves is predicted to lead to significant economic growth. Since that time, ExxonMobil has announced more than 15 discoveries, with potentially 6 billion barrels available as recoverable resources. Since the declaration of first-oil on December 20, 2019, it is projected that the revenue from oil exports has the potential to double the GDP and non-tax revenue over the next five years. This presents both a unique opportunity and challenge for the country and UNICEF cooperation.

However, according to Poverty Reduction Strategy Paper 2011-2015 poverty rates for regions 1, 7, 8 and 9 (in 2006) were 80 per cent, 61 per cent, 94 per cent and 74 per cent, respectively. Second, in the rural hinterlands (also where most of the indigenous populations live) the poverty rate in 2006 was 74 per cent and extreme poverty was 54 per cent, in comparison where urban and coastal areas where the rates were 19 per cent and 7 per cent, respectively. The remoteness and isolation of many Guyanese communities have further created pockets of poverty; high levels of unemployment, exposure of children, who are involved in child labour in the mining industry, to Mercury, and low access to technology, electricity and health and other services and essential commodities.

According to preliminary data from MICS-6 under 5 mortality (25 per cent) is still a national challenge that needs urgent attention. However, over 60 per cent of these children die within the first month of birth. Twenty-three (23) children of every 1000 live births are still dying in the first month of life. Besides, neonatal mortality is highest where the mothers only have primary education. About 18.3 per cent of children in Guyana is still involved in what is globally defined as child labour and about 10 per cent of all children in Guyana remain without birth certificates. Violent discipline remains a challenge with 70 per cent of all parents in Guyana still practising violent disciplinary methods. Even though there have been some interventions and advocacy, some 10 per cent of women still feel that violence against women is justified under some circumstances. Forty-eight (48 per cent) of all young people still lack adequate knowledge of HIV prevention. The percentage of children in first grade primary school who attended preschool during the previous year increased by 20 percentage points from 65 per cent to 85 per cent, and more children reach the final grade, increase from 71 per cent to 96 per cent (MICS 2014).

Data on people with disabilities are essential for the development and design of informed policies and programmes. CENSUS 2012<sup>1</sup> data gives us a prevalence of 13.1% or 81,305 persons with one (1) or more disabilities which differ in severity. Beside the CENSUS data, there is also data from persons in the Financial Assistance for individuals with a disability program from the Ministry of Social Protection of the Government of Guyana

The most recent Situation Analysis on children and women in Guyana was conducted in the year 2016 and served as the baseline for the current UNICEF Programme of Cooperation with the

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<sup>1</sup> The questions developed by the Washington Group Questions were used in CENSUS 2012

Government of Guyana (2017-2021). A new Situation Analysis (SitAn), covering the last 5 years, is now being planned in partnership with the Government of Guyana. The Analysis will consider trends, policies, and social budgets relating to the rights and welfare of children and women, especially of those groups with multiple deprivations. It will provide solid up-to-date, mixed-method data for Guyana's new Government and will also inform the GoG-UNICEF's planning for the new Country Programme of Co-operation.

## 2. Purpose and specific objective of the consultancy

The Situation Analysis is an assessment and analysis of the country's situation, concerning children's and women's rights and development potential - identifying the causes of deprivations and inequities and drivers for change. This Government of Guyana-UNICEF SitAn aims at a robust assessment of joint achievements, enablers and barriers in achieving the key results in the 2017-2021 Programme Document and SDGs. The findings of this analysis will be used to inform high-level advocacy and to guide strategic financial and programmatic choices at the national and sub-national levels. Capacity strengthening exercises, in research for children, will be integrated into this assignment.

**The purpose of the consultancy is to conduct new generation equity-focused, gender-sensitive and risk-informed analysis on the situation of children and women in Guyana. This analysis be based on [The Core Guidance: New Generation Situation Analysis, UNICEF Toolkit: New Generation Situation Analysis](#).**

Further, the Situation Analysis will:

1. provide comprehensive trend analyses on the situation of girls, boys, and women, especially the most deprived and excluded, disaggregated by demographic and socioeconomic quintiles and ages.
2. confirm the reasons and factors behind the situation of the most excluded population by conducting causal analysis, determinant analysis for identifying main bottlenecks and barriers to access and use of social services.
3. analyse the extent to which gender inequalities and the fulfilment/non-fulfilment of the rights of women affect overall inequalities and deprivations, including those affecting children
4. assess current emergency risks in the context of the Venezuelan migrant situation; disaster risks, climate change, environmental degradation, man-made disasters, and other potential shocks; the likelihood of their occurrence, the underlying vulnerabilities and the capacities and coping mechanisms of families, communities, and local and national institutions.
5. Identify business-related risks and opportunities that impact child rights deprivations.
6. Based on information available, synthesize findings on public finance and fiscal space in the country for children. (Public finance for children is an ongoing priority for Government of Guyana and UNICEF. The SitAn is expected to inform advocacy for increased resources for children, in all sectors.)
7. Explain to what extent the enabling environment supports the realization of the rights of all

children and women and how evidence-based interventions and services address deprivations that can inform the prioritization of national policies, laws, strategies, plans, and budgets.

8. analyse the situation of children and adolescents with disability to provide recommendations covering among other things service and programme provision, governance in the disability sector and policy/legislation and the employability of with disability.
9. Analyze the extent to which interventions and services proven to address deprivations are prioritized in national policies, laws, strategies, plans, and budgets, and supported by UNICEF and partners. This would include an analysis of the enabling policy and normative environment for the realization of the rights of all children including the promotion of positive social norms and behaviors, transformation of gender norms, children with disabilities, organization and coverage of services, institutional capacities at national, sub-national and community levels, and proper fiscal space for children, etc.

### 3. Scope of Work

**This comprehensive (Alpha type) Situation Analysis** will be conducted at the national level and in selected regions and will assess key issues and deprivations affecting children aged 0-18 and women of reproductive age. It will examine inputs, achievements, and bottlenecks across all sectors, within the context of age-groups identifying those barriers that prevent disadvantaged children and families from benefiting from interventions and services. By adopting a people-centered, perspective, the Situation Analysis is expected to identify some noticeable gaps in cross-fertilization between sectors; weak responses to livelihood issues which profoundly affect young people, with implications for political stability, and policy absence or overload in certain sub-sectoral contexts. Given the importance of gender roles and relations between girls and boys, between men and women, such considerations will be incorporated as an analytical approach in the Situation Analysis to highlight gender disparities.

The scope of the SitAn is further defined by the steps below:

1. The SitAn will assess key issues affecting Guyana's children and the findings will inform the relevant analyses
2. Through a thorough examination of emerging evidence and literature, the SitAn will assess internal or external economic shocks affecting sectors (e.g. threats to Public Health and Education during COVID19, and the political crisis and their impact on certain groups). These will inform the preparation of position papers and other supplementary documents.
3. Provide data that will be displayed on the country office's and partners' website with the ensuing recommendations to inform collective action.

The questions the Situation Analysis intends to answer, include:

- Which rights of children and women are unfulfilled and why?
- Which are the most deprived groups of children and women and why? Where are they located?

- What forms of deprivation and exclusion do these groups face? What are the determining factors/bottlenecks that give rise to and perpetuate their exclusion?
- What are the underlying causes of gender and other inequalities across population groups and regions?
- What are the immediate, underlying, and structural barriers and bottlenecks to the child and maternal well-being and to accessing and utilizing basic social services and other critical resources and why?
- What risks (conflict, natural hazards, climate, environment, etc.) exist that are likely to affect the patterns of deprivation and exclusion, exacerbate or create barriers and bottlenecks and why?
- What existing social, institutional, and political factors (e.g. social norms, institutional capacities at all levels of government, accountability and coordination mechanisms, policy and legal frameworks) impede or could potentially support the creation of an enabling environment for the realization of children's rights?
- Have the 'drivers' of inequity changed over time? If so, how has that been accomplished? If not, why not? Does the policy environment proactively address disparities and deprivations through legislation, policies, and budgets? What gaps are there in policy response and implementation?
- What capacities exist at national, sub-national and community levels to participate in analytical processes that examine the causes and consequences of shortfalls and inequities and to what extent are disadvantaged groups involved in such efforts and with what results?
- What programme interventions and resource mobilization and allocation options should be considered in the future, to address specific dimensions of inequity and pervasive vulnerabilities?
- What is the situation of children with disabilities and Why are children with disabilities important to country programmes?

#### 4. Methodology

The process of developing the Situation Analysis will make use of multiple methodologies and techniques and will identify and utilize existing data (studies, evaluations, KAP and other surveys, market and supply chain, etc.), as well as recommend additional data needed to fill critical gaps. The SitAn will follow the guidance on the New Generation SitAn<sup>2</sup> and focus on a framework for and understanding of Guyana's contexts, with clear causality. It will, through the lenses of children's rights, seek to assess what is working and the actions needed to take results to scale and leave no child behind.

Further, the analysis should follow a life cycle approach (mothers and children under five, middle childhood and adolescence). Though there might not be a perfect alignment between the SDGs for children and the life-cycle approach, efforts should be made to structure the narrative of the

<sup>2</sup> [UNICEF Programme Policy and Procedures Manual](#) (PPPeM), [the Core Guidance: New Generation Situation Analysis](#), [UNICEF Toolkit: New Generation Situation Analysis](#), and the [Technical Note on Emergency Risk-Informed Situation Analysis](#).

document in a way that highlights how child related SDGs are realized differently throughout the different phases of a child's life.

A purposive sample will be determined, and the target groups will include decision-makers across Government sectors at the national and subnational levels, business sector, and community leaders and members. This mixed-method assignment will be implemented using the standard SitAn methodology, which is fortified with global guidelines and regional guidance. The local technical committee will provide sectoral perspective/guidance and political space and buy-in.

Data collection refers mainly to the compilation and review of secondary data and existing sources, as well as consultations/interviews with key national partners, and stakeholders. Only in those cases where secondary information is unavailable or of questionable quality will there be a need for complementing the information with primary data collection. It is not expected that the consultant will need to carry out a large-scale quantitative survey for any part of the SitAn. Some qualitative data collection may be needed to deepen the understanding of some issues covered under the SitAn. The scope of work will follow key moments as presented in the table below and will lead to the deliverables specified therein.

#### **The SitAn will progress through the following three levels:**

##### **Phase 1: Desk review, interview with key personnel from GoG and UNICEF, develop, research instruments, and submission of the inception report.**

**Desk review:** The desk review and analysis will include Routine statistics, MICS 6 and other surveys, Reports from Government of Guyana, Internationally agreed conventions, Studies, and analytical work, Reports from Programme Reviews and Evaluations.

- **Inception Report** to be submitted on the 30<sup>th</sup> of November 2020. The inception report will include an analytical framework) and a work plan with timelines. This report will be reviewed by a steering committee which will be established to have oversight of this assignment.
- **Development of research instruments:** In-depth interview (IDIs) and Focus Group Discussion (FGD) guides. The draft data collection tools will be pretested before finalization.
- Meetings with other national stakeholders

##### **Deliverable 1:**

- *Inception report with detailed work plan, tools, and template for final deliverables*

##### **Phase 2: Data collection**

The consultant is expected to conduct IDIs and FGDs with key personnel of GoG, CSOs, and UNICEF. The consultant is also expected to;

- conduct IDI with key policymakers (or their representatives) and technical officers and heads of programmes within UNICEF as well as with religious and other community leaders and relevant civil society organisations, to collect relevant quantitative and qualitative data.

- conduct FGDs with representatives of Civil Society, children i.e. the pre-adolescents, Youth and UNCT if needed.
- Conduct consultations with children, adolescents and women's perception of the attainment of their rights and the barriers and facilitators to the attainment of rights
- prepare and submit a progress report by the 30th of September 2020.

#### **Data Management**

- ensure the absolute safety of all data (No data collected and or reviewed for this SitAn or data to which the consultant is privileged during the time of the SitAn process, as a direct or indirect result of being the consultant for this SitAn, can be shared and or used by the consultant, neither can s/he approve the use of the whole or any part of it, for personal or professional purposes, without approval, in writing, from GoG and UNICEF jointly).

#### **Deliverable 2:**

- Draft SitAn report
- Draft profiles (factsheets) and case studies
- PowerPoint presentation.

#### **Phase 3: Data Analysis, sharing of findings and writing of the report**

- For the qualitative data generated by the implementation of IDIs and FGDs, the grounded theory methodology will be used, involving verbatim transcription, coding of data, development of themes, comparing and contrasting of themes and recording of findings based on the analytical and conceptual frameworks for the development of a rights-based, equity-focused SitAn. For the quantitative data, conduct trend analyses (MICS 5-MICS 6), univariate and bivariate analyses will be conducted and presented in charts, graphs, and maps, where relevant, with strong evidence of triangulation.
- Using an analytical framework, undertake the causal analysis, role pattern analysis, and capacity gap analysis to better understand the causes of inequities and the determinants that facilitate or hamper the realization of children and women's rights.
- Based on the 10 determinant for effective coverage, bottleneck, and barriers analysis will be conducted in the main problem areas in terms of children's rights.
- The main findings will be presented by the consultant to UNICEF/GoG Stakeholders and enough time will be allocated for comments. A special session will be organized for adolescents to
- The writing of the report should be done in constant communication with UNICEF/GoG through UNICEF's M&E Specialist.
- The final report will be approved by GoG and UNICEF

#### **Deliverable 3:**

- Final SitAn report
- Final profiles (factsheets) and case studies

## 5. Deliverables

Deliverable	Main components	# of days	Date/ Month	% of Fee
Inception report	Work plan; analytical framework; desk review report; data collection schedule; data collection instruments (FDG, IDI, etc.) and outline of the final report	7 days	Nov. 25	30
Draft SitAn Report and PPT	Conduct SitAn and Draft Report; Provide profiles (factsheets) and case studies; Conduct oral presentation of key findings. (Findings and provisional recommendations should be presented using a PowerPoint presentation)	22 days	Dec. 23	50
Final Report	Final Report incorporating the comments on the draft report, together with the Executive Summary	8 days	Jan. 10	20

## 6. Governance

An e-steering committee comprising of representatives of all stakeholders in this SitAn, will be established and shall have oversight for the conduct of this assignment. This e-committee could occasionally appoint a team of subject matter experts to support the review of submissions and the implementation of the survey.

## 7. Consideration

To ensure that the key ethical principles for the conduct of studies involving human subjects are followed, especially for primary data collection, each potential respondent will be given full information about the evaluation including the purpose and potential benefits of the evaluation, their rights, and how the information collected will be used. They will also be informed that all data will be kept confidentially being only accessible by members of the assessment team. Verbal consent will be collected from all those who agree to participate. All participants will be informed of their right to discontinue their participation at any point. Approaches for ensuring confidentiality will be described to all potential participants.

## 8. Accountabilities:

**UNICEF and GoG will: -**

- Form an e-SitAn steering committee
- Meet initially with the Consultant
- Review the inception report and provide feedback for adjustment
- Review data collection instruments and provide feedback
- Attend briefing meetings
- Review draft report
- Review and approve the final report before final payment is made



**The Consultant will:**

- Meet initially with UNICEF to discuss in detail the consultancy and timelines.
- Review all necessary documentation
- Submit inception report which will include the desk review report, instruments for data collection, the work plan for the SitAn, and the outline for the final report. Incorporate feedback from the steering committee and finalise inception report and pretest instruments, before proceeding to the data collection phase.
- Make logistical arrangements and conduct data collection exercises with support from UNICEF.
- Prepare and submit a draft final report and present a synopsis of the findings to UNICEF
- Prepare and submit a comprehensive final report
- The consultant shall act in a manner within the laws of the country of Guyana.

**NB:** UNICEF shall assume no liability for the health and safety of the consultant; nor will assume responsibility for the loss or damage of equipment or transport vehicles or any injury done to a third party used in conjunction with this work.

## 9. Qualification and Experience

The expertise required for this assignment are those related to the conduct of a robust situation analysis

- A Master's degree in Social Sciences (sociology, anthropology), research or related fields relevant to this assignment;
- At least 5 years of proven experience in social research (qualitative and quantitative) and report writing for Situation Analyses/mixed-method data generation exercises.
- Contextual technical knowledge required i.e. knowledge of children's issues in Guyana, related to health, education, protection learning and development, adolescents and participation water and sanitation, etc.
- Excellent interviewing, facilitation and coordination skills
- Ability to conduct causality analysis
- Excellent Knowledge of and demonstrated competency in Human Rights-Based Approach to Programming (HRBAP) and Results-based Management (RBM)
- Sound understanding of the Convention on the Rights of the Child (CRC), Convention on the Elimination of All Forms of Discrimination against Women (CEDAW) and Sustainable Development Goal (SDG).
- Excellent developmental, writing and presentation skills in English
- Familiarity with the local political, economic and cultural environment would be an asset
- Strong computer skills especially in Microsoft office package, quantitative and qualitative data analysis capacity; excellent interpersonal skills.

#### **10. Procedures and Logistics**

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- UNICEF will fund all traveling where required (agreed in advance) upon submission of receipts.
- The consultant will use her/his computer and other equipment
- The consultant will submit deliverables in an electronic form (Microsoft Word).

#### **11. Conditions**

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- Before commencing the contract, the consultant will be required to sign a Health Statement and to document that he/she has appropriate health insurance. The consultant will be responsible for the accuracy of that statement.
- The contract will be between the consultant and UNICEF. The assignment will be supervised by the Monitoring and Evaluation Specialist of UNICEF with support from the Ministry of Social Protection.

#### **12. Method of Payment:**

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- The fee will be based on the negotiable rate and paid in tranches based on the deliverable table above.
  - Upon acceptance of the inception report (with the detailed work plan and tools for data collection), 30 per cent of the total sum will be paid.
  - Upon acceptance of the draft report of the findings, profiles, and case studies, 50 per cent of the total sum will be paid.
  - Upon approval and acceptance of the final SitAn report, profiles, and case studies, 20 per cent of the total sum will be paid.