

## TERMS OF REFERENCE

### ***Senior Consultant, Access, Policy/Evaluation of UNICEF's Staying and Delivering: Principled Humanitarian Access in Complex and High-Threat Environments***

<b>CONTRACT MODALITY</b>	Individual Consultancy
<b>DUTY STATION</b>	Home based: New York Evaluation Office
<b>DURATION OF CONTRACT</b>	10.5 Months

#### **Purpose of Assignment**

The UNICEF Evaluation Office is commissioning a global evaluation on humanitarian access and principled action in complex, high-threat environments [Staying and Delivering: Principled humanitarian access in complex and high threat environments']. Building on the 2019 Coverage and Quality evaluation and responding to ongoing challenges, it will provide an impartial assessment of the relevance and effectiveness of UNICEF's institutional approach to humanitarian access, highlighting progress, challenges, and key influencing factors. The evaluation aims to strengthen accountability to affected populations and partners and generate learning to guide future actions.

#### **Scope of Work**

The consultant is expected to support the Humanitarian Evaluation Effectiveness Portfolio (HEEP) within the Evaluation Office by undertaking the following tasks:

- Provides technical contributions with a focus on policy and enabling environment for humanitarian access.
- Supports the translation of evaluation findings into policy-relevant conclusions and recommendations
- Participates in design, data collection and analysis.
- Drafts designated sections of evaluation report, under the guidance of the team leader.

<b>Work Assignments Overview</b>	<b>Deliverables/Outputs</b>	<b>Delivery deadline (in weeks/months) and input days to complete the deliverable</b>
<p>Evaluability (i.e., including validation of draft impact pathway and case study approach and selection) and Inception</p>	<p><b>Deliverable 1</b></p> <p>A focused evaluability input assessing the clarity, coherence, and feasibility of access related policy objectives, standards, and assumptions within the evaluation scope.</p> <p>A documented access policy input to the inception report, outlining relevant access frameworks, policy questions, analytical lenses, and contextual considerations.</p>	<p>31/07/2026</p> <p>10 days</p>
<p>Data Collection (in-person and remote)</p>	<p><b>Deliverable 2</b> – A synthesis note from preliminary debriefs with internal stakeholders, highlighting access related policy interpretations, risks, and contextual nuances.</p>	<p>30/09/2026</p> <p>15 days</p>
<p>Data Analysis, Consolidation and Write-up</p>	<p><b>Deliverable 3</b> –</p> <p>A concise brief capturing access policy insights emerging from sensemaking sessions, including areas of alignment, tension, and implications for policy analysis.</p> <p>A structured access policy contribution to the preliminary findings presentation, summarizing early policy-level findings, trends, and interpretive considerations.</p>	<p>30/11/2026</p> <p>15 days</p>

	<p>A draft analytical section for the evaluation report focusing on access policy, including policy relevance, coherence, and observed outcomes within the evidence base</p>	
<p>Finalisation and Dissemination</p>	<p><b>Deliverable 4 –</b></p> <p>A revised and validated access policy section reflecting stakeholder comments and ensuring analytical accuracy and policy integrity.</p> <p>A set of access-focused policy recommendations</p> <p>or inputs, informed by evaluation findings and structured to support prioritization and feasibility discussions.</p> <p>A finalized access policy contribution to final presentation(s), clearly articulating policy-level findings, implications, and recommended adjustments.</p>	<p>31/01/2027</p> <p>10 days</p>
<p>TRAVEL</p>	<p><b>2-3 Countries</b></p> <p>Destinations to be confirmed</p>	<p>13 days</p>

#### Payment Schedule:

Payment will be 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.

#### 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 for ensuring 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.

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

- Minimum requirements: Master’s degree in social sciences/international Relations/International Development or related field
  - Over 15 years of demonstrated experience working on humanitarian affairs, including operational and policy experience addressing humanitarian access constraints in complex environments.
  - Experience conducting multi-disciplinary evaluations or research assignments, evaluation/research design, data collection and analysis from a policy perspective.
  - Strong understanding of humanitarian access dynamics, including engagement with de facto authorities, non-state armed actors and application of humanitarian principles in field contexts.
  - Experience with remote and in-person data collection, including ethical considerations in fragile and conflict-affected settings.
  - Excellent analytical, communication and writing skills (**English required**; other UN languages considered an **asset**).
  - Desirable Languages: ( Other UN Languages an asset)
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