

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

Title	Funding Code	Type of engagement	Duty Station:
National Consultancy: Capacity building on research methodology, data analysis and reporting for the National Social Assistance Fund (NSAF) of MoSVY	N/A	<input checked="" type="checkbox"/> Individual Consultant	Phnom Penh, Cambodia

Purpose of Activity/Assignment:

This ToR seeks for the consultancy service to build the capacity of NSAF officials on how to design, conduct, and manage research projects and to produce analytical report on beneficiaries' satisfaction survey at the end of the course. The selected consultant is expected to 1) provide training on research methodology and data analysis, and 2) provide coaching to NSAF team to design, manage and produce survey report on beneficiaries' satisfaction from field data collected by the NSAF's M&E taskforce.

- 1) The training course will cover the entire process of research design and implementation and management which include the development of research concept and methodology, development of questionnaire, how to do sampling and data collection for quantitative survey and qualitative data, managing data collection and quality control, data cleaning, analysis, and reporting.
- 2) To apply the knowledge after the training through learning-by-doing, the NSAF M&E team will lead the field survey on beneficiary satisfaction whereby the consultant will guide the whole research process including defining of objectives, methodology, sampling, development of questionnaire, data collection and quality control. Upon the completion of data collection, the consultant will coach the team on data management and analysis and to produce a report on the satisfaction survey.

Scope of Work:

The training will be provided to a maximum of 20-25 officials in the M&E and other departments of NSAF. The training shall be conducted in two stages: research methodology and quantitative and qualitative research design and implementation. During the training process, the consultant shall identify 3-7 outstanding/competent core team members who will be coached on the whole research process: beneficiary satisfaction survey. The beneficiary satisfaction study will cover 4 social assistance and social security schemes currently administered by NSAF namely National Security Fund for Retired Civil Servant (NSFCS), and National Security Fund for Veterans (NSVF), the Cash Transfer Program for Poor Pregnant Women and Children under two years (CT-PWC), and Cash Transfer for IDPoor Household during Covid pandemic (CT-IDPoor). While the research methodology will be proposed upon the completion of the first training, it is envisaged that the survey applies quantitative approach using primary data collected from individual interview with the four groups of beneficiaries.

Key assignments of the consultancy include:

- **Comprehend the attributes of the studies** frequently needed by NSAF which can be done through the review of the past study reports conducted by NSAF and from the interview with key NSAF personnel on the future needs.
- **Conduct training needs assessment** on research management particularly on research methodology, data management, and analysis, and reporting
- **Develop training plan and training materials** on research methodology, data analysis, and reporting tailoring to the need of NSAF.
- **Deliver two trainings on research methodology** quantitative and qualitative research design and implementation to NSAF team
- **Provide coaching to the NSAF technical core team** on developing and designing a detailed research plan and study design including methodology, indicators, data collection tools and techniques, sample size, sampling approaches and assumptions, data collection mechanisms, means of verification, ethical considerations etc.

- Provide support to core team to conduct training to enumerators for data collection through conducting face to face interview
- **Manage data for analysis and reporting:** the consultant will lead the team to conduct data entry and cleaning for the analysis.
- **Provide training on data analysis** and reporting of which detailed content of the report and expectation of the report findings shall be jointly determined with NSAF.
- **Reporting:** the consultant will coach the team to draft report, collect feedback, and produce final report. In case, the team is not able to lead the process, the consultant shall lead in data cleaning, analysis and reporting to avoid delay.

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:

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):

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

Consultant sourcing: <input checked="" type="checkbox"/> National <input type="checkbox"/>		Request for: <input checked="" type="checkbox"/> Individual Contract <input type="checkbox"/>	
Competitive Selection: <input checked="" type="checkbox"/> Advertisement <input type="checkbox"/> <input type="checkbox"/>			
Single Source Selection <input type="checkbox"/> (Emergency - Director's approval)			
If Extension, Justification for extension:			
Supervisor: <i>Social Policy Specialist</i>	Start Date: <i>July 03, 2023</i>	End Date: <i>November 15, 2023</i>	

Work Assignments Overview	Deliverables/Outputs	Delivery deadline	Estimated Budget
Inception: <ul style="list-style-type: none"> Conduct training needs assessment, Prepare training plan and training materials on research methodology in both quantitative and qualitative approach (8 days) 	Deliverable 1: <ul style="list-style-type: none"> Inception report which includes training need assessment result, training plan and training materials 	July 15, 2023	N/A
Training delivery 1: <ul style="list-style-type: none"> Deliver training on research methodology and research design (quantitative and qualitative) (6 days) 	Deliverable 2: <ul style="list-style-type: none"> At least one 3 days training conducted for NSAF team Training report on research methodology and design inclusive of pre-training and post-training assessment and selection of core team for coaching 	August 20, 2023	N/A
Coaching on Survey Design and Implementation: <ul style="list-style-type: none"> Provide guidance to NSAF core team on the design and back-up on data collection and data management (quantitative and qualitative). Provide coaching to core team to develop and provide at least one presentation on research design and data collection tools mainly on 	Deliverable 3: <ul style="list-style-type: none"> Coaching report on NSAF core group in designing and implementing quantitative and qualitative Survey data collected with complete data entry and cleaning 	September 20, 2023	N/A

<p>beneficiary satisfaction survey questionnaire, sampling, and data collection (10 days)</p>	<ul style="list-style-type: none"> • One presentation provided by core team on complete design of survey data collection tools to collect inputs/comments from NSAF, UNICEF and relevant stakeholders 		
<p>Training delivery 2:</p> <ul style="list-style-type: none"> • Develop training plan and training materials on data analysis in both quantitative and qualitative approach • Provide training on data analysis and reporting • Provide at least one presentation to NSAF, UNICEF, and relevant stakeholders (9 days) 	<p>Deliverable 4:</p> <ul style="list-style-type: none"> • Training materials on data analysis ready for training • Data analysis report with key findings analysed from the survey data in Ms. Word and Ms. Power Point developed by core team • At least one three days training on data analysis and reporting provided to NSAF team and training report • One presentation provided to NSAF, UNICEF and relevant stakeholders to collect comments/inputs 	<p>October 15, 2023</p>	<p>N/A</p>
<p>Survey Report</p> <ul style="list-style-type: none"> • Produce data analysis on beneficiaries' satisfaction survey and provide two presentations to NSAF, UNICEF and relevant stakeholders to be defined by NSAF. (8 days) 	<p>Deliverable 5:</p> <ul style="list-style-type: none"> • Draft complete survey report in MS Word and PDF format and Ms. Power Point • Coach core team of NSAF to provide at least one presentation on survey result to collect inputs/comments from NSAF team, UNICEF and relevant stakeholders • Final complete survey report in MS Word and PDF format and Ms. Power Point 	<p>November 15, 2023</p>	<p>N/A</p>

<p>Minimum Qualifications required*:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Advanced university degree in Social Sciences, Education, Economics, Statistics, or related field. <input type="checkbox"/> A minimum of five years of professional experience in conducting and producing research reports favorably in quantitative survey, and research management including the development of research concept and methodology, data collection, data management, analysis, and reporting. <input type="checkbox"/> Experience working alongside government agencies is be considered an asset <p>*Minimum requirements to consider candidates for competitive process</p>	<p>Knowledge/Expertise/Skills required*:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Demonstrated skills and experiences in training and coaching on research management. <input type="checkbox"/> Demonstrated experiences in using EXCEL and/ or other statistical packages/application (SPSS, R or STATA). <input type="checkbox"/> Proven evidence on good quality quantitative survey reports <input type="checkbox"/> Previous research experiences in social protection including poverty and vulnerability, and shock responsive is an advantage. <input type="checkbox"/> Excellent management, interpersonal, planning and coordination skills <p>*Listed requirements will be used for technical evaluation in the competitive process</p>
<p>Evaluation Criteria (This will be used for the Selection Report (for clarification see Guidance))</p> <p>A) Technical Evaluation (maximum 70 Points) B) Financial Proposal (e.g. maximum of 30 Points)</p> <ul style="list-style-type: none"> - Relevant educational background (20 points) - Relevant skill and experience (30 points) - Proven quantitative survey reports and statistical applications (20 points) 	
<p>Administrative details:</p> <p>Visa assistance required: <input type="checkbox"/></p> <p><input checked="" type="checkbox"/> Home Based <input type="checkbox"/> Office Based:</p>	<p>If office based, seating arrangement identified: <input type="checkbox"/></p> <p>IT and Communication equipment required: <input type="checkbox"/></p> <p>Internet access required: <input type="checkbox"/></p>

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.