**Terms of Reference**

**Consultancy for a Research on climate, energy and environment issues and child rights**

**Country Office:**  Guyana

**Duty station:** Georgetown

**Section:** Emergency

**Consultancy title:** **Climate, energy and environment issues and child rights**

**Supervisor:** Emergency Officer

**Duration of Contract:** July - August, 2017

**overview**

**Background**

If you are a committed, creative professional and are passionate about making a lasting difference for children, the world's leading children's rights organization would like to hear from you. For 70 years, UNICEF has been working on the ground in 190 countries and territories to promote children's survival, protection and development. The world's largest provider of vaccines for developing countries, UNICEF supports child health and nutrition, good water and sanitation, quality basic education for all boys and girls, and the protection of children from violence, exploitation, and AIDS. UNICEF is funded entirely by the voluntary contributions of individuals, businesses, foundations and governments.

Climate change, energy access and environmental degradation are equity issues, with children and young people often being the most vulnerable and affected. Addressing climate change, energy access and environmental degradation is therefore vital for building a more sustainable future for children. In addition, it is imperative that we integrate our actions on the SDGs and our humanitarian responses. Each of the seven Outcomes Areas of the UNICEF Strategic Plan 2014 – 2017 – health, nutrition, HIV, water and sanitation, child protection, social inclusion and education - is affected in some way by climate change and/or environmental degradation. Fortunately, each stream of UNICEF work also presents opportunities to take action on climate, energy and/or the environment in order to deliver more sustainable results. There are major implications of climate change, lack of energy access and environmental degradation for children and UNICEF has strong potential to strengthen the response to these issues. Climate and environment issues have also been integrated in one of the five main outcome areas of the draft of the new strategic plan (2018-21). This decision has been solidified by the Executive Board members in February 2017 by their adoption of the roadmap for the new strategic plan which uses the SDGs as a long-term framework.

UNICEF Guyana is planning to conduct a Climate Landscape Analysis for Children, examining the baseline situation of climate, energy and environment-related issues affecting children and how they relate to UNICEF’s priorities. The report looks at stakeholders, government policies and relevant programmes in Guyana. It will also provide recommendations on how UNICEF Guyana could further incorporate and strengthen work on climate, energy and environment-related issues in its country programme.

**Purpose**

The national consultant supports the Emergency Officer in producing a Climate Landscape Analysis for Children (CLAC) for Guyana. S/he will be responsible for collecting, compiling and reviewing key resources, facilitating the information gathering and review processes, and preparing the final report. In addition, the incumbent will also provide overall support in finalising the study by researching specific issues and drafting individual sections. The national consultant will also liaise with the climate, energy and environment team in HQ/NY.

**Expected results: (measurable results)**

1. **Compile and systematize evidence and research related to energy, environment and climate change issues in Guyana**

* Review guidance materials and previous CLACs prepared in other UNICEF offices
* Compile and systematize literature related to climate change, energy and environment issues affecting children in Guyana
* Compile and systematize key policy documents related to climate, energy and environment and UNICEF’s corporate priorities
* Identify and compile information on ongoing programmes and active stakeholders related to energy, environment and climate change in Guyana
* Collect information and reports from different sections in UNICEF Guyana about the office’s work and linkages to climate, energy and environment
* Collect available information and reports from development partners
* Identify and collect data and information gaps related to children, environment and energy issues to be filled through interviews and/or in subsequent studies

**Methodology and Scope of Work**

1. **Research and writing**

* Undertake the desk review of the collected information
* Summarize research and draft individual sections of the CLAC
* Facilitate and undertake interviews and meetings with stakeholders by drafting and finalising with the CO questions and presentations as needed
* Conduct additional research to fill data gaps and answer specific questions as needed
* In coordination with the Emergency and DRR officer ensure that the quality of the documents meets that of previous CLACs

1. **Overall Drafting of Report**

* Fact checking, editing and checking of references as needed
* Coordinate the internal and external review process and the incorporation of comments
* Submission of final draft of report

1. **Administrative and planning**

* Facilitate the organization of stakeholder meetings as needed
* Support the facilitation of a mission from HQ if required

|  |  |  |  |
| --- | --- | --- | --- |
| Deliverables | Main components | # of Days) | % of Payment |
| Inception Report & Analysis of Existing Data | Review of guidance materials and previous CLACs prepared in other UNICEF offices  Preparation of literature list for the CLAC & review of guidance documents  Submission of Inception Report including proposed timelines. | 6 | 20 |
| Data Collection | List of stakeholders active in the fields of climate change, energy and environment in Guyana (joint), with those directly addressing children’s issues separately highlighted | 3 | 30 |
| List of ongoing programmes climate change, energy and environment in Guyana | 2 |
| Document/table listing data and research gaps regarding children and climate, energy and environment issues affecting them | 1 |
| Internal and external review processes coordinated and comments addressed with submission of first draft report outline | 4 |
| Data Analysis & Report Writing | Drafted sections of report prepared including review by UNICEF HQ | 20 | 50 |
| Stakeholder meeting facilitated to present draft | 1 |
| Formatted and referenced final report submitted | 3 |
|  | total | 40 | 100 |

The anticipated duration of the consultancy is 2 months, in the period of July to August, 2017

**Required Qualifications and Experience**

* Advanced university degree in journalism, development studies, communications, environment, climate change, social and economic development, international cooperation or related areas.
* At least 5 years of relevant professional experience in Research and expertise in child rights and/or environment-related issues desirable
* Previous experience with the UN/UNICEF; Sound understanding of the Convention on the Rights of the Child (CRC)
* Strong analytical and English report writing and presentation skills;
* Strong communication, coordination and negotiation skills;

|  |
| --- |
| **Governance**  The UNICEF Guyana Emergency Officer and the UNICEF Representative shall have overall oversight for the conduct of this assignment. However, UNICEF Guyana’s Emergency Officer will have direct oversight for the conduct of this research. A steering committee comprising of representative of key participating organisations, will be established to support the review of submissions and the implementation.  **Ethical 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 study including the purpose and potential benefits of the study, their rights, and how the information collected will be used. All potential participants will be informed that the data will be kept confidentially being only accessible by members of the research team. Verbal consent will be obtained 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.  ***Data Management***  The absolute safety of all data will be a priority i.e. no data collected/reviewed for this research or data to which the consultant is privileged during time of the research process, as direct or indirect result of being the consultant for this research, 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 all stakeholders jointly.  **Procedures and Logistics** |
| * The steering committee will regularly monitor the progress of the consultant’s work. * Consultant will use her/his computer * Consultant will submit draft and final research in an electronic form |

**Conditions:**

* Prior to commencing the contract, the consultant will be required to sign a Health Statement and to document that s/he has appropriate health insurance, if applicable. The consultant will be responsible for the accuracy of that statement
* The consultant is expected to work with the Office of Climate Change for day to day issues, logistical arrangements. The assignment will be supervised by the Emergency Officer of UNICEF Guyana, and closely work with the steering committee.

**Method of Payment:**

* Travel will be reimbursed upon submission of receipts
* The consultant will be responsible for his/her DSA
* The fee will be paid in tranches as follows; all fees will be paid in local currency at the current bank rate.
  + Upon acceptance of inception report 20% of the total sum will be paid
  + Upon acceptance of draft report 30% of the total sum will be paid
  + Upon approval and acceptance of final report 50% of the total sum will be paid

UNICEF is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.