

UNITED NATIONS CHILDREN'S FUND IN BELARUS

Terms of Reference for National Consultancy

Data Analysis Consultant

Type of contract: National individual consultancy

Duration: *January 2021 – December 2021, extendable*

1. BACKGROUND AND JUSTIFICATION

UNICEF's Child rights monitoring (CRM) programme in Belarus complements the other components of the country programme in that it seeks to strengthen the country's capacity to monitor child rights, analyse the situation of children and undertake evidence-based actions that are focused on the most disadvantaged children and supported by adequate budgeting, monitoring systems. To facilitate knowledge generation, the country office (CO) invests in research, paying due attention to the interests, concerns and participation of key Government ministries and civil society organizations.

UNICEF in Belarus is strongly committed to investing in data and evidence generation to be able to provide policy advice based on accurate and timely evidence on child rights realization. The statistical system in Belarus is relatively well developed but disaggregation and comparability of data remains an important challenge. Administrative data collected is not always timely available. On the demand side, accountability mechanisms including human rights institutions are relatively weak. So far as part of the CRM programme, consistent high-level advocacy supported by timely and quality evidence and situation monitoring has been the key to the achievement of programme results and sustaining the CO's role as a knowledge broker in the country. The importance of CRM becomes even more important in the Sustainable Development Goal (SDG) era and the CO is working to harmonize its programming to the country's roadmap for implementing SDGs.

In an effort to strengthen the country's capacity to monitor SDGs and to influence evidence-based policymaking, UNICEF and Belstat combine their efforts having conducted a major Multiple Indicator Cluster Survey (MICS), supported by the World Bank and EU Delegation. This and other surveys are supported to generate and disseminate quality data, including through developing the Universal Data Portal on child-related statistics. Planned investments in data generation and dissemination jointly with national partners will directly contribute to achieving an ambitious goal to improve availability of data needed to analyze the situation of children, women and families and undertake actions that are focused on the most disadvantaged groups to strengthen equity focus and child rights realization. All these data-related investments are reflected in the National Plan of Action for the improvement of the status of children and protection of their rights for 2017-2021.

Based on identified data gaps and being guided by UNICEF's recent strategic framework on Data for Children the CO aims towards strengthening CRM system in Belarus through integrated continuum of activities contributing to Data Collection and improving availability, Analytical Work, Use and Dissemination of generated evidence, Capacity development and Partnerships. For the CO's staying fit for purpose and sustaining its comparative advantage in evidence generation in the country the specific attention is being paid to improving evidence use and knowledge management in the CO, boosting important interactions among programme sections and

improving links of evidence to programming and communication.

2. PURPOSE AND OBJECTIVES

The overall purpose of the consultancy is contributing to improving the CO's Data availability, Analytical work, Use and dissemination of generated evidence. Under the supervision of the Monitoring and Evaluation Specialist, the Data Analysis Consultant will support UNICEF Belarus in the effective assessment of the situation of the child rights in Belarus, preparation and implementation of the on-going and upcoming surveys, secondary data analysis and dissemination, ensuring that ethics recommendations and quality requirements for data collection and analysis are being followed at all times.

3. KEY TASKS

1. Contribute to data gathering and improving data availability.
2. Conduct analytical work for effective assessment of the situation of the child rights in Belarus through analysis of statistical data and secondary analysis of existing datasets.
3. Organize and implement well targeted dissemination and communication activities to improve use of data and generated knowledge through better packaging of evidence products in briefs, factsheets, visuals.

4. KEY DELIVERABLES

1. Data gathering and improving data availability: 1) Maintaining and updating with new MICS indicators of existing dashboard of child rights indicators, transforming it into SitAn page in accordance with the new UNICEF Guidance on Situation Analysis; 2) Contributing to improving availability of data and visualization capacity of UNICEF supported web pages and data portals; 3) Organizing and managing as needed small scale surveys, participating in their implementation; 4) Revising and implementing of the CO's Action Plan on Data for Children; 5) Conducting data landscape mapping to assess data availability and review data gaps bearing in mind the new CPD priorities and the TransMonEE 2019 CP data mission recommendations; 6) Supporting data gathering for reporting on COVID situation.

2. Analytical work: 1) Conducting secondary analysis of MICS and other data is produced as needed with a focus on analyzing inequities and disparities at the regional level; 2) Running analytical work on the situation of the child rights based on administrative data; 3) Analyzing key socio-economic trends influencing child rights realization and associated policy-related opportunities, challenges, and priorities; 4) Analyze of the country's data landscape through conducting mapping exercises; 5) Prepare ToRs and support validating administrative data on ECD and breastfeeding; 6) Maintaining and updating CRM databases, including CRAVE, with national and regional SDG indicators in coherence with existing data platforms and reporting dates.

3. Use and dissemination of generated evidence: 1) Launching interactive child rights monitoring (CRM) dashboard with indicators and thematic policy briefs on key child deprivations on the new CO webpage in accordance with the new Guidance on Situation Analysis; 2) Develop evidence products (snapshots, policy briefs, factsheets, flyers etc); 3) Contribute to disseminating evidence generated by UNICEF with partners on-line, through organizing workshops, forums, round tables, developing charts and presentations; 4) Providing

recommendations on improving web presence of the CO's M&E work and use of data visualization techniques to increase insight and visibility to unexplored data trends; 5) Preparing research and evaluation dissemination packages and provide visualized updates child-related SDG indicators at the CO's web page. 6) Disseminating through the CRM webpage using visualization tools (Power BI or Tableau) of generated knowledge, including on conducted population-based surveys secondary data analysis and COVID socio-economic impact assessment; 7) Research, studies and evaluations dissemination plan and CRM&E section events plan prepared and updated quarterly in consultation with programme sections

5. SUPERVISION, WORK RELATIONS & OVERSIGHT

The Data Analysis Consultant will report directly to the M&E Specialist in the UNICEF CO. The Data Analysis Consultant must respect the complete confidentiality of the data as well as any specific survey documents that will be produced. The Data Analysis Consultant can use the documents and the datasets only for the tasks related to these Terms of Reference.

6. TRAVEL

Post is office-based, with occasional travels to project sites within the country and outside. Travel expenses will be covered in accordance with UNICEF DSA rates.

7. PAYMENT CONDITIONS

Remuneration amount will be based on the qualification of the consultant and will be paid monthly upon certification of deliverables.

8. UNSATISFACTORY PERFORMANCE

Payment of fees to the Contractor under this contract, including each installment or periodic payment (if any), is subject to the Contractor's full and complete performance of his or her obligations under this contract with regard to such payment to UNICEF's satisfaction, and UNICEF's certification to that effect. UNICEF reserves the right to withhold all or a portion of payment if performance is unsatisfactory, if work/outputs is incomplete, not delivered or for failure to meet deadlines. All materials developed will remain the copyright of UNICEF and that UNICEF will be free to adapt and modify them in the future. This ToR is an integral part of the contract (SSA) signed with the consultant.

9. QUALIFICATIONS OR SPECIALIZED KNOWLEDGE/ EXPERIENCE REQUIRED

Requirements

- University degree in Statistics, Econometrics, Public Administration, Sociology or any other related technical field is required;
- Proven minimum of 3-year experience in conducting econometric research using household level data and running secondary analysis for large surveys;
- Proven minimum of 3-year experience in developing evidence products such as factsheets and briefs;
- Strong understanding of data, data analysis, interpretation and presentation, especially in the domain of child rights indicators, SDGs and social policy;
- Strong skills in statistical analyses using SPSS and Stata software, skills in data visualization using Infogram and

Power BI;

- Strong writing skills and experience in delivering presentations is a must;
- Work experience in the UN or other international development organization is an asset;
- UNICEF is a non-smoking organization.

Languages

Fluent English and Russian

Other skills and attributes

- Proven organization, analytical, negotiation, communication (oral and written), interpersonal and training skills.
- High sense of responsibility. Tact, discretion, initiative and good judgment in dealing with staff members, local authorities and counterparts.
- Excellent communication and interpersonal skills.
- Excellent oral and written communications in English and Russian is required.
- Demonstrated ability to work in a multicultural environment and to establish harmonious and effective relationships both within and outside the organisation.

10. PROCESS FOR APPLICATION

Proposal from candidates should include:

Cover letter, CV and P11 UNICEF Form should be provided along with estimation for the daily consultancy fee. The consultant is to indicate their monthly fee for the services to be the fees payable to a consultant shall follow the "best value for money" principle, i.e., achieving the desired outcome at the lowest possible fee.

Criteria for the selection of proposals:

Selection of the consultant will be on competitive basis.

Applicants should submit their applications in English on-line through <https://www.unicef.org> by closing date 28 December 2020 to be eligible for consideration.

Applications received after the closing date will not be considered. Only short-listed candidates will be contacted.