Annex 2.

In close consultation with the SitAn International Consultant, the National Consultant will:

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| **Work Assignments (Tasks)** | **Analytical/supportive materials (deliverables)** |
| **Inception Phase/Data collection** |
| 1. Provide an annotated outline of all evaluation and research available within the UNICEF Country Office;
 | Annotated outline of evaluation/ research in UNICEF |
| 1. Make research available within the CO physically (electronically) available for the SitAn Int. consultant;
 | Electronic  |
| 1. Ensure all annexes to the SitAn are available (on data) for the SitAn International Consultant;
 | Electronic |
| 1. Establish catalogues of areas of information available within entities that provide data, analysis and information relevant to children (such as universities, think tanks, partner UN agencies, int. organizations NGOs etc);
 | Catalogue of areas of information available |
| 1. Establish sets of data required from government and non-government counterparts and follow up on retrieval of data;
 | List of data needed |
| 1. Review all the data submitted from government and non-government counterparts and define data gap, identify where further disaggregation of data is needed, and follow up with partners to secure this additional information;
 | List of data gap and disaggregated data needed |
| **Report Writing** |
| 1. Draft individual sections and parts of the report (i.e. Summary of publications, Conceptual Framework, Inception Report, Analytical Paper, and the 1st Draft of the SitAn, Key Findings Report, and Policy Briefs) agreed with the SitAn Int. Consultant;
 | Drafted reports |
| 1. Proofread all written reports/products for spelling mistakes and provide other cosmetic changes to finalize reports/products;
 | Finalized reports |
| 1. Prepare PPTs to summarize key findings of the SitAn;
 | PPT of Key Findings(English/Ukrainian) |
| 1. Coordinate and consolidate responses from UNICEF staff on validation of data analysis and other related tasks;
 | Documents saved in UNICEF shared drive |
| 1. Create graphs, tables, figures or other types of visual content for data analysis for reports and presentations;
 | Visual materials (to be saved in UNICEF shared drive) |
| **Partner discussions and consultations, Workshop facilitation** |
| 1. Consult with relevant partners, UNICEF staff, and the SitAn International Consultant to coordinate venue, time, location, logistics, etc. for discussions, consultation sessions, or the validation workshop;
 | Written checklist of coordination functions |
| 1. Consult with Adolescent Advisory Board (AAB) relevant UNICEF staff, and the SitAn International Consultant to coordinate venue, time, location, logistics, etc. for discussions, consultation sessions, or the validation workshop;
 | Written notes/email |
| 1. Produce minute outcomes of focus-group discussions and face-to-face consultations;
 | Minutes |
| 1. Provide any other logistical and administrative assistance in preparing for and conducting partner discussion, consultations and workshops;
 | Written memo of logistical and administrative tasks conducted |
| **Coordination** |
| 1. Report to or consult with UNICEF staff on any developing circumstances or situations that may affect the course of the exercise;
 | Written note/email |
| 1. Provide UNICEF with biweekly updates on progress and any concerning issues;
 | Biweekly update (written report) |