**TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Title:**  **Evidence and KM Consultant** |  | **Type of engagement**  Consultant | **Duty Station:**  New Delhi |
| **Purpose of Activity/Assignment:**  The purpose of this consultancy is to provide technical and operational support to the section on knowledge management, capacity building and evaluations that UNICEF India is undertaking in 2023-24. | | | |
| **Scope of Work *(Include Background/Rationale/Key Objectives of the Assignment)*:**  UNICEF is committed to the central role of research, monitoring and evaluation in results-based management, and continually seeks to strengthen the evidence and data function with a view to supporting programming. While furthering accountability towards governments, donors and other partners, data and evidence can yield lessons that will further enhance UNICEF’s contribution to development and the lives of children across the world.  In accordance with UNICEF’s decentralized structure, most evidence and data activities are conducted at country and regional levels. Important challenges include strategic coverage, coherence, accessibility and timeliness, and ensuring that quality standards are consistently met. Strategic documents include important commitments relating to quality standards for all the types of evidence conducted in the country office (evaluations, research and studies) – examples include: the Research Policy 2017, Revised Evaluation Policy of UNICEF 2018, the UNICEF Regional Evaluation Strategy 2020, the 2015 Memorandum on Management of Evaluation Processes and Accountability in UNICEF India and the Standard Operating Procedure for Quality Assurance and Ethical Standards of UNICEF-supported Studies, Research and Evaluations.  The overall evidence work in UNICEF India is coordinated and technically led by the new Evidence for Children Section, under the leadership of the Chief of Evidence and led by a Research and Evaluation Specialist, who is the Chair of the reference groups for all the evaluations, and the Secretaries of the PRIME Steering Committee, which oversees the quality of the evidence agenda at UNICEF India.  Over the past few years, UNICEF’s evidence function has grown substantially in response to increased expectations from Government and other partners, who increasingly look to UNICEF as the knowledge leader on issues related to children. UNICEF India has recently developed its own Evidence Strategy, in which knowledge management is positioned as an additional key functional area to provide sufficient technical and managerial support across all the programmatic sectors UNICEF works in and also invest more in external dissemination/communication of evidence products, internal and external capacity building.  In line with UNICEF India’s commitment to further strengthen the quality assurance processes and quality management of all its evidence and data generation, the Country Office has plan to work on some of the prioritized initiatives which would require additional support in the form of a consultant.  Outcome: Programme Effectiveness - Country programme is effectively and efficiently designed, coordinated, managed and supported to meet quality programming standards in achieving results for children  Output: UNICEF programmes, as well as State and National Governments, have enhanced knowledge and capability to design, implement and utilize high quality evidence, to improve programming and policy to achieve results for children.  The objectives of this consultancy are to, as and when needed, technically contribute to the work of the Evidence Unit under the following themes:  **Knowledge Management:** Design and implement knowledge management activities related to research, studies and evaluations, such as: support in copy-editing final deliverables; produce compelling infographics; coordinate/undertake a synthesis of evidence; co-author thematic briefs; author blog posts. Under guidance of the R&E Specialists, work with the communications team to ensure that evidence products are branded correctly and are being featured in external communications by UNICEF.  **Technical support to evaluations:** The consultant will provide operational and technical support to UNICEF India personnel in designing and commissioning evaluations and to the evaluation teams conducting them. S/he will work closely with the evaluation team leaders throughout the entire evaluation process to ensure that evaluations are conducted in accordance with the Code of Conduct for Evaluation in the UN System, as approved by the members of UNEG on 19 July 2007 as well as the quality standards defined in the 2018 Revised Evaluation Policy of UNICEF and the 2013 UNICEF Regional Evaluation Strategy. Under the supervision of the Research and Evaluation Specialist, s/he will work closely with UNICEF staff commissioning the evaluations providing them with technical and operational assistance and ensuring internal procedures are followed, on activities as follows (further details on the requirements under each are provided in Annex 1)  TOR preparation for new evaluations  Data collection and data analysis  Report writing and finalization  Technical support to quality reviews  Technical assistance to communicating evaluation results  A key additional ‘evaluative’ activity UNICEF India aims to undertake in 2023 is a series of Lessons Learned Reviews. The consultant is expected to support on these internal Lessons Learned Reviews, by collating all relevant data and information, conduct a brief analysis using the framework decided upon, prepare the review meeting materials, document and write up a post review report with key findings and recommendations.  **Capacity building of national partners**: Support the Research & Evaluation Specialists in implementing the activities as part of the partnership with the Development Monitoring and Evaluation Office (DMEO) with NITI Aayog, including synthesizing the current situation and needs for M&E support across different states,  co-developing a concept note to provide relevant capacity building support to states, preparing presentations for meetings and knowledge sharing webinars, also generally support the R&E Specialist to follow up with DMEO so that actions are taken in a timely manner, and support in any new areas that emerge under the UNICEF-DMEO partnership. | | | |
|  | | | |

|  |  |  |
| --- | --- | --- |
| **Work Assignments Overview (*Include Major Tasks and Activities)*** | **Deliverables/Outputs** | **Timeline/Date for submission of Deliverable** |
| [E]  Technical and methodological support to ongoing evaluations | 1. Evaluation ToR 1 | 31 March 2024 |
| 1. Annotated Inception Report 1 | 30 June 2024 |
| 1. Pilot Report from Field 1 | 31 July 2024 |
| 1. Annotated Final Report 1 | 31 Jan 2024 |
| 1. Evaluation ToR 2 | 31 Jan 2025 |
| 1. Annotated Inception Report 2 | 30 Apr 2025 |
| 1. Pilot Report from Field 2 | 31 May 2025 |
| 1. Annotated Final Report 2 | 30 Nov 2024 |
| 1. Evaluation ToR 3 | 31 Aug 2024 |
| 1. Annotated Inception Report 3 | 31 Nov 2024 |
| 1. Pilot Report from Field 3 | 30 Dec 2024 |
| 1. Annotated Final Report 3 | 31 Mar 2025 |
| [KM]  Technical support in developing resource material and publications related to evaluations | 1. Evaluation Brief 1 | 30 Dec 2023 |
| 1. Evaluation Brief 2 | 30 Apr 2024 |
| 1. Evaluation Brief 3 | 30 Aug 2024 |
| 1. Evaluation Brief 4 | 30 Dec 2024 |
| 1. Evaluation Brief 5 | 30 Apr 2025 |
| 1. Evaluation Brief 6 | 30 Aug 2025 |
| [KM]  Technical and methodological support to ongoing research & studies | 1. Research Brief 1 | 30 Dec 2023 |
| 1. Research Brief 2 | 30 Apr 2024 |
| 1. Research Brief 3 | 30 Aug 2024 |
| 1. Research Brief 4 | 30 Dec 2024 |
| 1. Research Brief 5 | 30 Apr 2025 |
| 1. Research Brief 6 | 30 Aug 2025 |
| [E]  Supporting and facilitating National Evaluation Capacity Building Meetings | 1. Needs Assessment Report 1 | 30 Nov 2023 |
| 1. Needs Assessment Report 2 | 30 July 2024 |
| 1. Presentation 1 for DMEO | 30 Jan 2024 |
| 1. Presentation 2 for DMEO | 30 June 2024 |
| 1. Report 1: Meeting with DMEO | 30 Aug 2024 |
| 1. Report 2: Meeting with DMEO | 30 Aug 2025 |
| 1. Diagnostic Report 1 | 31 Mar 2025 |
| 1. Diagnostic Report 2 | 30 Aug 2025 |
| [KM]  Developing knowledge products | 1. Fail Fest Report 1 (2023) | 30 Oct 2023 |
| 1. Fail Fest Report 2 (2024) | 30 Oct 2024 |
| 1. Strategic Consultation Meeting Report 2023 | 30 Sep 2023 |
| 1. Strategic Consultation Meeting Report 2024 | 30 Sep 2024 |
| 1. Evidence Roundtable Report 2024 | 31 Mar 2024 |
| 1. Evidence Roundtable Report 2025 | 31 Mar 2025 |
| 1. Fundraising Conference 1 Concept Note | 28 Feb 2024 |
| 1. Fundraising Partnership Meeting Report 1 | 31 May 2024 |
| 1. Evidence Compendium 2023 | 31st December 2023 |
| 1. Evidence Compendium 2024 | 31st December 2024 |

|  |  |
| --- | --- |
| Travel - International (if applicable) | NA |
| Travel - National (please include travel plan)  ***Please specify here clearly the States and Districts where travel is required, number of trips, whether by air or train, number of days of outstation travel, terminals, travel within districts, if applicable, etc. so that the candidates can provide all-inclusive deliverable based fees.*** | 8 local trips   * 2 flights per trip * DSA for 4 days per trip * 4 transfers per trip |
| **Minimum Qualifications required:** | **Years of Experience/Knowledge/Expertise/Skills required:** | |
| Bachelors  Masters  PhD  Other | • A master’s degree in social sciences, communication, international development, development studies  • Minimum of 5 years’ relevant work experience, progressively responsible at national and/or international levels in evidence generation as well as evidence communication, advocacy etc.  • Familiarity with UNICEF programming areas, such as Health, Nutrition, Child Protection, WASH, Education, Disaster Risk Reduction, Gender, tribal issues, and urban issues is desirable.  • Experience designing evidence-based publications and knowledge products.  • Demonstrated experience in integrating an equity and gender perspective in methodological designs and analysis, and communication/KM products  • Fluency in English (verbal and written) and Hindi (verbal).  • Highly organized, self-motivated and dedicated individual, who hold him/herself to a high standard, and who works extremely well with others, especially people who may not have an in-depth understanding of data | |
|  |  | |
| [**Competitive Selection Criteria**](https://unicef.sharepoint.com/:x:/r/sites/DHR/_layouts/15/Doc.aspx?sourcedoc=%7Bda0b1215-ade3-4345-8188-e2b7df9b2fa4%7D&action=default&uid=%7BDA0B1215-ADE3-4345-8188-E2B7DF9B2FA4%7D&ListItemId=353&ListId=%7B465BE47D-174D-4461-B4D6-18B9FC34CB32%7D&odsp=1&env=prod&web=1&cid=a9bfc2d5-3213-4b69-9b04-acb0c830c6d1) **(for clarification see** [**Guidance)**](https://unicef.sharepoint.com/:w:/r/sites/DHR/_layouts/15/Doc.aspx?sourcedoc=%7BB3E3517A-8BBF-4368-90FE-7DBCD31544EA%7D&file=Guidance%20on%20Completing%20the%20Selection%20Matrix%20for%20Consultants%20and%20Individual%20Contractors.docx&action=default&mobileredirect=true)  Interested candidates are required to submit the following documents as part of their application for the consultancy:  • An updated CV, demonstrating all the requirements stated above  • A cover letter (max 2 pages) outlining understanding of the scope and activities, motivation to undertake it and demonstrating fit for the assignment.    Shortlisted candidates will be invited to participate in an interview, which will seek to verify relevant professional experience, as well as test technical knowledge.  A) **Technical Evaluation (75 Points)**  **Educational Qualifications (15 points)**  • A master’s degree in social sciences, communication, international development, development studies  **Relevant professional experience (35 points)**  • Minimum of 5 years’ relevant work experience, progressively responsible at national and/or international levels in evidence generation as well as evidence communication, advocacy etc (10)  • Familiarity with UN programming areas, such as Health, Nutrition, Child Protection, WASH, Education, Disaster Risk Reduction, Gender, tribal issues, and urban issues is desirable. (10)  • Experience designing evidence-based publications and knowledge products (5)  • Demonstrated experience in integrating an equity and gender perspective in methodological designs and analysis, and communication/KM products. (10)  **------------ Marks for shortlisting for interview (37 points out of 50)** --------------  **Interview (25 points)**  • Technical knowledge and awareness on communication, advocacy, knowledge management techniques  • Interpersonal and communication skills  • Motivation and professionalism  **Minimum qualifying score in the technical evaluation is 56/75**  **B) Financial Proposal (25 Points)**  25 points are allocated to the lowest priced proposal. The financial scores of the other proposals will be in inverse proportion to the lowest price. | | |
| **Administrative details:**  Visa assistance required:  Home Based  Office Based: (**Hybrid)**  Please note that the contract is delivery-based with a specific delivery schedule. Consultants should manage their own time and ensure submission of the deliverables as per the schedule. As consultancy contracts are deliverable based, an individual may hold concurrent contracts. Consultants will largely be remote/home-based, not office-based. However, the consultant will be required to visit the UNICEF office premises for meetings as required/agreed with the contract supervisor. | | |

**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.

The General Terms and Conditions of Contract (Consultants) are **ATTACHED *(please attach the GTCs while advertising or sharing the TOR with candidates).***