

Terms of Reference for a LTA for an Individual Consultant

Title Services relating to child participatory research			Office: UNICEF Innocenti - Global Office of Research and Foresight
Start date: 15 th Dec 2023	End date: N/A	Type of engagement: Long Term Arrangement with Individual Consultant <input type="checkbox"/> Time bound <input checked="" type="checkbox"/> Target Value	Duration of LTA: 2 years Remote/Home based

Background

GORaF regularly requires specialist work from researchers who have expertise in child participatory research methods, to design, pilot and (in some cases) undertake studies using these methods.

Purpose/Objectives of the Long-Term Agreement (LTA)

To provide expert services related to design, piloting, training and conduct of child participatory research studies including training and support to others.

Key Tasks

Under the overall guidance of a research manager, the consultant will perform the following tasks:

- Design child participatory research studies to answer specified research questions, either as stand-alone projects or as components or phases of larger project. This design work is likely to include working with children.
- Pilot child participatory research studies and make necessary adjustments based on learning from the pilot, preparing final research materials including documentation for submissions to ethical review boards and toolkits for training.
- Provide training and support to other researchers and/or UNICEF staff in conducting child participatory research studies. This may be done online or in person. Training and support may be needed not only to prepare for fieldwork but also in the analysis and interpretation of data and preparation of results.
- Conduct child participatory research studies, including field work, analysis, and interpretation, writing of research outputs and dissemination of results.

Key Deliverables

- Number of days of owed research services
- Research tools, guidance and toolkits
- Training and support delivered to UNICEF staff and internal/external researchers
- Write-ups of analysis and interpretation of data
- Reports and other research outputs
- Presentations and other forms of dissemination

Supervision

The consultant will work under the direct supervision of a Research Manager.

Contracts created against the LTA.

1. The LTA to be signed will have a fixed daily fee rate for the full duration. However, UNICEF does not warrant that any quantity of services will be purchased during the term of the LTA as this will depend on forthcoming needs.
2. The consultant is expected to provide an all-inclusive (i.e., taking into account IT equipment, software, subscriptions that the consultant is planning to need) - daily fee rate for the services he/she will provide.
3. The working hours that need to be kept will be determined by the contract created against the LTA.
4. Whenever research work is required, details of the tasks will be presented according to the availability of the LTA holder.
5. Upon receipt of confirmation of availability and interest in assignment, a contract will be issued with the fees agreed in the LTA. The consultant must sign the contract prior commencement of work.

Conditions of consultancy

6. UNICEF Innocenti does not issue computer equipment to consultants. The consultant will be responsible for providing the necessary computer equipment for the consultancy themselves and should include the cost implications of this responsibility in their bid for the consultancy. The cost of software and subscriptions that may be necessary to complete the consultancy (e.g., Microsoft Word) also needs to be factored into the bid for the consultancy.
7. The consultancy may require the consultant to travel in order to complete the required deliverables effectively and efficiently. While UNICEF Innocenti does not make travel arrangements for consultants, there are value for money rules that apply to consultant travel. The consultant will arrange their own travel in full alignment with UNICEF policies, clear the anticipated cost with UNICEF and invoice UNICEF for the travel cost as soon as the travel has been completed. Consultants will need to purchase their own travel insurance which is not covered by UNICEF.
8. UNICEF Innocenti will assist consultants with arrangements for visas, work permits, vaccinations, etc.
9. UNICEF does not regard Individuals engaged under a consultancy contract as “staff members” under the Staff Regulations and Rules of the United Nations and UNICEF’s policies and procedures. Consultants are therefore not entitled to benefits such as leave, pension, 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.
10. Payment will be based on the number of completed days of owed research services and/or submission of agreed deliverables, subject to satisfactory performance. 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. Prospective consultants are encouraged to ensure that they fully understand (a) the requirements of each deliverable and (b) the workload associated with reaching a deliverable.
11. UNICEF Innocenti recognises that, due to the locations of some of its research, events may occur that either delay deliverables or prevent them from being completed. These events need to be reviewed on a case-by-case basis to determine the impact on the payment schedule of the contract. It is

UNICEF Innocenti's objective to be fair to consultants in situations where deliverables are delayed or no longer attainable through no wrongdoing of the consultant.

12. Consultants 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.

Requirements for the role

Educational qualifications

Educated to at least Master's degree level. The Masters should have included a substantial component of either qualitative research and/or children's studies.

Essential experience and skills:

Group 1 (assessed at desk review)

- At least 5 years demonstrable experience of undertaking qualitative research with children
- Substantial demonstrable experience of undertaking participatory work with children
- Experience of undertaking research field work with children in a range of contexts including in the Global South.
- Experience of training and supporting research fieldwork staff.

Group 2 (assessed at interview)

- A high level of understanding of qualitative research methodologies including participatory methods
- Strong interpersonal skills including developing and maintaining collaborative relationships with internal and external partners.
- Strong organizational skills – the ability to organize own work with limited supervision according to deadlines and to organize and monitor the work of others.
- Strong written, verbal and presentation skills in English
- Ability to work in a multi-cultural environment.
- Availability and ability to do international travel assignments of 1 to 2 weeks

Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability
- Sustainability

Competencies

- Builds and maintains partnerships
- Demonstrates self-awareness and ethical awareness
- Drive to achieve results for impact
- Innovates and embraces change
- Manages ambiguity and complexity
- Thinks and acts strategically
- Works collaboratively with others

Submitting an application: document requirements

Applications to be submitted through the online portal should contain four separate attachments – all of which should be uploaded online through the online portal:

1. A statement (maximum 800 words) explaining the qualifications and skillset of the candidate. This should include the following sections:
 - a. How the candidate's educational background specifically meets the academic criteria for this LTA.
 - b. How the candidate's work background specifically meets the first four essential criteria listed above in *Group 1*. That is:
 - Experience of qualitative research with children (at least 5 years)
 - Substantial experience of participatory work with children
 - Experience of undertaking research field work in a range of contexts
 - Experience of training and supporting field work
 (Please see above for full wording of criteria)
2. A sample document (research report or other) that the candidate feels best illustrates their competencies for this role.
3. Curriculum Vitae (CV)
4. A document containing the indicated professional fee (daily rate) for this LTA.

The candidate should ensure to name each document clearly – e.g., Statement, Sample, CV, Financial – and include their last name as part of the filename.

Important Note: Please do not indicate financials anywhere else in the online application form, please mark "n/a or 00", under the fee related questions in the online application form.

Without all the above 4 documents your application will be considered incomplete and invalid and will not be considered further.

Evaluation process

Administrative check: Proposals will first be reviewed for completeness of documentation as above. Only proposals that successfully pass the administrative check will be subject to technical evaluation

The evaluation will then involve three phases.

Phase 1: Desk review of documentation (maximum 60 points)

Proposals will be required to meet the minimum criteria as outlined above for academic qualifications and work-based experience (labelled *Group 1*).

Those proposals which meet these criteria will be evaluated as in the following table.

Criterion	Points obtainable
Academic background	10
Experience of qualitative research with children	20
Experience of participatory work with children	20
Experience of field work in a range of contexts	5
Experience of training and supporting field work	5
Total points obtainable	60

Only proposals scoring 40 points and above will be eligible to proceed to Phase 2. In cases where a large number of proposals exceeding this threshold are received, a higher threshold may be used to select candidates to proceed to Phase 2.

Phase 2: Interview (maximum 20 points)

A panel interview will be held to assess the criteria listed in *Group 2* in the requirements. The evaluation at this stage will be based on the first five criteria in *Group 2* with points awarded for each criterion as follows:

Criterion	Points obtainable
Understanding of methodologies	4
Interpersonal skills	4
Organizational skills	4
Communication skills	4
Ability work in multi-cultural environment	4
Total points obtainable	20

A minimum of 12 points out of 20 will be required at this stage to proceed to the financial evaluation. Candidates would also be asked to confirm that they can meet the final requirement in Group 2 regarding availability for international travel assignments of up to 2 weeks.

Phase 3: Financial evaluation (maximum 20 points)

Proposals that are evaluated as technically qualified based on Phase 1 (minimum 40 points) and Phase 2 (minimum 12 points) will then be evaluated on their price quotations.

Price quotations will be awarded a relative score, with a maximum score allocated of 20 points.

Awards

The proposals obtaining the maximum number of points when adding the scores from each of the three phases will be deemed those that offer best value for money and will be recommended for award of the LTA. We expect to offer LTAs to at least two proposals.