

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS

<p>Title: National consultancy to support the update of the Situation Analysis of Children and Women in Yemen- 2024</p>	<p>Funding Code 4920/A0/07/880/005/003</p>	<p>Type of engagement <input checked="" type="checkbox"/> Consultant</p>	<p>Duty Station: Sana’a, Yemen</p>
<p>Purpose of Activity/Assignment: To support the update of the situation of children and women by contributing to evidence-based robust analyses of issues that are critical to children and women’s rights.</p>			
<p>Scope of Work:</p> <p>The previous Situation Analysis (SitAn) of children in Yemen was conducted by the Government of Yemen (GoY) and UNICEF in 2014 (GoY et al, 1998a). This was followed in 2018 by a desk review commissioned by UNICEF to provide an update report focusing on several priority areas for children. Similarly, in 2020, in the midst of the current crisis in Yemen, a SitAn was conducted but the usefulness of the findings and recommendations were limited due the lack of nationally representative data. All available data either predated the crisis (e.g., the Demographic and Health Survey (DHS) 2013) or were not nationally representative. Most of the in-depth analyses and publications produced since the onset of the humanitarian crisis (e.g., a regional study on multidimensional poverty in children) were based on outdated data from Yemen.</p> <p>With the successful completion of Multiple Indicator Cluster Survey (MICS) in Yemen in 2023, an up-to-date nationally representative data is now available to inform the situation of children and women, and highlight the progress made on the child-related SDGs. Hence, YCO has a unique opportunity to conduct an evidence based SitAn of children and women in Yemen to inform upcoming planning framework including the next UNSDCF and UNICEF CPD processes. The Situation Analysis will present evidence and highlight opportunities for socially inclusive development. It will unpack and examine the unequal realization of child and women rights and the interrelated role of duty-bearer, socio-economic characteristics, urban/rural and intra-urban disparities, gender profiles, geographic locations, and other dimensions. It highlights inequities between groups. This situation analysis should pay special attention to looking at disaggregated data and unpacking national and/or subnational averages. In addition to presenting an analysis of why inequities exist, it presents contextualized recommendations on what could be done by key stakeholders to attain/sustain inclusive social development.</p> <p>Specific tasks:</p> <ul style="list-style-type: none"> • Desk Review: identification, collection, and review of available publications on children and women in Yemen including MICS 2022-2023 through consultations with UNICEF programme sections, field office programme officers and key partners (including authorities in IRG and AA areas, coordination clusters and NGO coordination forums), identify key gaps in the information base and produce a summary of publications relevant for the SitAn with concrete actions for SitAn process to fill in key gaps. 			

- Pre-analysis of data collected and contribution of finalization of the Conceptual and Analytical Framework: SitAn core guidance and consultations with all UNICEF heads of section will be used to update the conceptual and analytical framework for 2024 Yemen Situation Analysis.
- SitAn Inception Report: contribution and support the international consultant to draft a detailed SitAn Inception Report based on both the outcomes of the desk review and the signed-off conceptual analytical framework which will detail the following:
 - Methodology (tools and process) of the Yemen SitAn.
 - Availability of data sources, clustered by thematic focus areas.
 - Information gap analysis and actions to complete gaps as required by SitAn; and
 - Schedule of activities and timeline for SitAn development and finalization.
- SitAn report Validation: support and contribute to facilitate a participatory workshop to validate the findings of the draft SitAn report.
- Final SitAn Report: support the international consultant to finalize the SitAn report, support integrating of inputs from the validation workshop and comments on the first draft, with accompanying background papers and annexes as required to an agreed format.
- Support the SitAn Dissemination Workshop and Launch: preparation of materials for the SitAn dissemination workshop and facilitate the workshop and launch of the SitAn.

Child Safeguarding

Is this project/assignment considered as “[Elevated Risk Role](#)” from a child safeguarding perspective?

YES NO If YES, check all that apply:

Direct contact role YES NO

If yes, please indicate the number of hours/months of direct interpersonal contact with children, or work in their immediately physical proximity, with limited supervision by a more senior member of personnel:

Child data role YES NO

If yes, please indicate the number of hours/months of manipulating or transmitting personal-identifiable information of children (name, national ID, location data, photos):

More information is available in the [Child Safeguarding SharePoint](#) and [Child Safeguarding FAQs and Updates](#)

Budget Year: 2024	Requesting Section/Issuing Office: PMR	Reasons why consultancy cannot be done by staff: This is high level analytical assessment which requires specific skills and expertise for which team do not have.
Included in Annual/Rolling Workplan: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please justify:		
Consultant sourcing: <input checked="" type="checkbox"/> National <input type="checkbox"/> International <input type="checkbox"/> Both Competitive Selection: <input checked="" type="checkbox"/> Advertisement <input type="checkbox"/> <input type="checkbox"/> Roster Single Source Selection <input type="checkbox"/> (Emergency - Director's approval)		Request for: <input type="checkbox"/> New SSA – Individual Contract <input type="checkbox"/> Extension/ Amendment
If Extension, Justification for extension: N/A		
Supervisor: Chief PMR	Start Date: 1 Sept 2024	End Date: 31 December 2024

Work Assignments Overview	Deliverables/Outputs	Delivery deadline	Estimated Budget
Inception report: collection and review available publications including MICS 2022-2023	Inception Report	Sept 2024	10%
Draft SitAn Report:	Draft SitAn report + Annexes	Oct 2024	30%
SitAn final report + Summary report (20 pages)	Final SitAn report	Nov 2024	40%
Dissemination workshop report	Workshop report	Dec 2024	20%

Estimated Consultancy fee			
Travel International (if applicable)			
Travel Local (please include travel plan)			
DSA (if applicable)			
Total estimated consultancy costsⁱ	\$25,000		
<p>Minimum Qualifications required*:</p> <p><input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other</p> <p style="color: red; font-size: small;">*Minimum requirements to consider candidates for competitive process</p>	<p>Knowledge/Expertise/Skills required *:</p> <ul style="list-style-type: none"> - Possess an advanced degree (master’s degree. level required) in social sciences, management, health, education, law or development studies. - At least 5 years of relevant professional experience, for which five years should be in conducting socio-economic analysis. - A very good understanding of children, adolescent, and women issues. - Demonstrate, excellent analytical and report writing skills (sample analytical products will be requested). - Strong communication and presentation skills. - Excellent writing skills in English language required; Good knowledge of Arabic language is also required. - Previous working experience with UNICEF in a similar capacity is an asset. - Specific knowledge of the context in Yemen is an asset. <p style="color: red; font-size: small;">*Listed requirements will be used for technical evaluation in the competitive process</p>		
<p>Evaluation Criteria (This will be used for the Selection Report (for clarification see Guidance))</p> <p>A) Technical Evaluation (e.g. maximum 75 Points) B) Financial Proposal (e.g. maximum of 25 Points)</p> <p>-Relevant education background</p> <p>- Relevant professional experience in conducting socio-economic analysis</p> <p>- Detailed methodology</p>			
<p>Administrative details:</p> <p>Visa assistance required: <input type="checkbox"/></p> <p><input checked="" type="checkbox"/> Home Based <input type="checkbox"/> Office Based:</p>	<p>If office based, seating arrangement identified: <input type="checkbox"/></p> <p>IT and Communication equipment required: <input type="checkbox"/></p> <p>Internet access required: <input type="checkbox"/></p>		
<p>Request Authorised by Section Head</p> <p>Amadou Seck OIC PMR</p>	<p>Request Verified by HR:</p>		

Approval of Chief of Operations (if Operations):

Approval of Deputy Representative (if Programme)

Representative (in case of single sourcing/or if not listed in Annual Workplan)

¹ Costs indicated are estimated. Final rate shall follow the “best value for money” principle, i.e., achieving the desired outcome at the lowest possible fee. Consultants will be asked to stipulate all-inclusive fees, including lump sum travel and subsistence costs, as applicable.

Payment of professional fees will be based on submission of agreed deliverables. 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

Text to be added to all TORs:

Individuals engaged under a consultancy 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. 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.

The selected consultant 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 consultant 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. The vaccine mandate, 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.
