

TERMS OF REFERENCE

Research and Evaluation Consultant (open to Indian Nationals only)

Duty Station: New Delhi

Contract Duration: 12 months

Closing Date: 16th February 2023

1. BACKGROUND / RATIONALE

UNICEF is committed to the central role of research, monitoring and evaluation in results-based management, and continually seeks to strengthen the evidence function with a view to supporting programming. While furthering accountability towards governments, donors and other partners, research and evaluation 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 activities are conducted at country and regional levels. Important challenges include strategic coverage, coherence, 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.

While accountability is high on ensuring all evidence generation is timely, of high quality and useful, evaluations at UNICEF are governed by a more stringent set of policies and processes and are a key component of UNICEF India's country performance scorecard. As such, considerable technical as well as coordination support is required to ensure that evaluations meet the policy requirements and are ultimately used.

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 two Research and Evaluation Specialists, who are the Chairs 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 two years, the portfolio of activities managed and supported by the Evidence Section has expanded substantially, with increasing number of evaluations, studies and research. In addition, the Evidence Section is investing 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 generation, the Country Office is seeking a qualified consultant to technically support the existing Evidence section on quality assurance of evaluations quality, new and ongoing studies and research, and to increase internal staff capacity on research and evaluations.

2. PURPOSE OF ASSIGNMENT

The purpose of this consultancy is to provide technical support on both research and evaluations that UNICEF India is undertaking in 2023.

3. OBJECTIVES

The objectives of this consultancy are to work toward the following outcomes:

- Quality assurance evaluations, research and studies to ensure they are well-designed and well-planned, and of the highest possible quality to inform decision-making
- Review research, studies evaluations to ensure that they follow all the policies, processes and guidelines as set out for evidence generation
- Recommend how findings from research, studies and evaluations can be disseminated to the right audience/users through compelling knowledge products

- Technically support on capacity building initiatives in monitoring, research and evaluation for both internal well as external partners

4. MAJOR TASKS AND ACTIVITIES TO BE ACCOMPLISHED

A. Technical support to evaluations

The consultant will provide 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 provide technical support to ensure internal procedures are followed on activities as follows (further details on the requirements under each are provided in Annex 1):

1. TOR drafting for new evaluations
2. Data collection and data analysis
3. Report writing and finalization
4. Technical support to quality reviews
5. Technical assistance to communicating evaluation results

B. Technical review to Research & Studies

The Research & Evaluation Consultant will be expected to provide support to research and studies being undertaken by UNICEF India, specifically those that are considered ‘major’. Sourcing relevant literature/synthesizing key evidence to inform scoping

- Drafting and reviewing concept notes/terms of reference
- Reviewing of data collection protocols and tools
- Facilitating quality reviews of key deliverables for research and studies
- Coordinating and undertaking discussions with programme teams to reiterate key technical issues
- Reviewing draft analysis/briefs/reports

A critical component of the support provided for research and studies will be safeguarding ethical principles and adherence to UNICEF ethical policies and standards. It is expected that the consultant, through their review and communication with programme colleagues and research teams, will pay particular attention to the ethical dimensions of evidence generation.

In addition to the general technical support outlined above, the consultant is also expected to support the R&E Specialists on the coordination of the cross-cutting thematic evidence agendas: the migration evidence agenda (and working group) and the early childhood development (ECD) evidence agenda. As part of this role, the consultant is expected to produce documents such as concept notes, research proposals, and briefs, in addition to help prepare for presentations.

C. Partnership Identification and Knowledge management

Support in mapping out key evidence partners in the ecosystem, maintaining a database that can be easily accessed by staff members; support efforts to engage bidders and contractors for research, studies and evaluations (including supporting the RFI process, and an ‘open house’); support the ‘Evidence for Children’ roundtable being organized by UNICEF for the first time in India; communicate with a few key partners to ensure alignment on key initiatives; collating a database of all relevant evidence on children from external sources for UNICEF programmes to use.

D. Technically Support Internal capacity building

Support the Research & Evaluation Specialists to deliver the current plan for capacity building for UNICEF staff members on technical themes and methodologies that are tailored to the current needs; design and implement a needs assessment; support in prepared comprehensive competency frameworks and learning and development plans for staff at different levels/with different functions; prepare resources/materials and slides for webinars; coordinate with other contributors and guest speakers; draft and consolidate FAQs emerging from webinars, etc.

5. DELIVERABLES AND DEADLINES

	Expected tasks	Expected key deliverables	Travel Required (local, outstation)	Number of Input Days	Estimated % of total time to be spent on activity	Deadline for completion of deliverable
A. Evaluations				40%	(99 days)	
1.	Evaluation #1 [SBCC Cells Evaluation] finalization of draft report's audit trail and final report, dissemination of results. Support to management response.	<ul style="list-style-type: none"> Annotated report and Audit trail of report 		19 days		End of Month 2
2.	Evaluation #2 [JJM Evaluation] Provide technical assistance through all stages of the evaluation, including review and finalization of the inception report, technical and operational support to field testing of tools, 2-3 field visits*, attendance of training workshop*, review of draft final report, finalization of draft report's audit trail and final report, dissemination of results. Support to management response.	<ul style="list-style-type: none"> Annotated inception report Audit trail of report Annotated data collection tools Field visit reports (1 for each visit) Annotated report and Audit trail of report 	1 trip (4 days of local travel)	19 days		End of Month 3
3.	Evaluation #3 [Career Portal Evaluation] Review and finalization of the inception report, technical and operational support to field testing of tools, 2-3 field visits*, attendance of training workshop*, review of draft final report, finalization of draft report's audit trail and final report, dissemination of results. Support to management response.	<ul style="list-style-type: none"> Field visit reports (1 for each visit) Annotated report Audit trail of report Annotated data collection tools 	1 trip (4 days of local travel)	19 days		End of Month 7
4.	Evaluation #4 [Upcoming 2023 Evaluation] Review and finalization of the inception report, technical and operational support to field testing of tools, 2-3 field visits*, attendance of training workshop*, review of draft final report, finalization of draft report's audit trail and final report, dissemination of results.	<ul style="list-style-type: none"> Annotated inception report Audit trail of report Annotated data collection tools Field visit reports (1 for each visit) Annotated report and Audit trail of report 	1 trip (4 days of local travel)	19 days		End of Month 12

	Support to management response.					
5.	Evaluation #5 [Upcoming 2023 Evaluation] Provide technical assistance through all stages of the evaluation, including developing the ToR, recruitment of a qualified evaluation team, review and finalization of the inception report, technical and operational support to field testing of tools, 2-3 field visits*, attendance of training workshop*, review of draft final report, finalization of draft report's audit trail and final report, dissemination of results. Support to management response.	<ul style="list-style-type: none"> Annotated inception report Audit trail of report Annotated data collection tools Field visit reports (1 for each visit) Annotated report and Audit trail of report 	1 trip (4 days of local travel)	23 days		End of Month 12
B. Research and studies				20% (49 days)		
	Sourcing existing literature/synthesize insights, drafting and reviewing concept notes/terms of reference; reviewing of data collection protocols and tools; facilitating quality reviews of key deliverables for research and studies; coordinating and undertaking discussions with programme teams to reiterate key technical issues; review draft analysis/briefs/reports, etc.	<ul style="list-style-type: none"> Annotated inception report Audit trail of report Annotated data collection tools Field visit reports (1 for each visit) Annotated report and Audit trail of report 		24 days		End of Month 12
	Support in coordinating and producing inputs for cross-cutting research agendas, such as the migration evidence working group, ECD evidence agenda, etc.	<ul style="list-style-type: none"> Annotated inception report Audit trail of report Annotated data collection tools Field visit reports (1 for each visit) Annotated report and Audit trail of report 		25 days		End of Month 12
C. Partnership Engagement and Knowledge management				20% (49 days)		
	Evidence for Children roundtable	<ul style="list-style-type: none"> Session notes Short roundtable report (after completion) 		16 days		End of Month 2
	Support to supplier engagement for evidence contracts	<ul style="list-style-type: none"> Completed review matrix Submit report on final review 		16 days		End of Month 7

Partnership mapping and database management	<ul style="list-style-type: none"> Partner's database on ECM (with profiles, areas of expertise, etc) Document library with information from partners and completed reports/publications 	17 days		End of Month 12
D. Internal capacity building			20% (50 days)	
Capacity needs assessment	<ul style="list-style-type: none"> Needs assessment questionnaire Short needs assessment report 	12 days		End of Month 12
Learning & development plans	<ul style="list-style-type: none"> Competency framework L&D plans for staff 	24 days		End of Month 12
Coordinate capacity development sessions: prepare resources/materials and slides for webinars; coordinate with other contributors and guest speakers; draft and consolidate FAQs emerging from webinars; webinar notes; etc.	<ul style="list-style-type: none"> 1 Webinar flyer 1 Draft powerpoint presentation 1 Webinar minutes/notes 1 FAQs documents 	14 days		End of Month 12
TOTAL			247 days	100%

6. DUTY STATION

The consultant will be based in New Delhi. S/he will be expected to be available for discussions in the UNICEF India office on a regular basis. The consultant is expected to work with his/her own computer, from his/her own workspace. A hot desk will be made available for the consultant for those days that they are required to come to the UNICEF India office in New Delhi.

To be able to undertake the activities above successfully, the consultant will be provided with a UNICEF email ID. The consultant is expected to communicate externally, with key partners of UNICEF, and will require access to key internal UNICEF platforms such as ECM and the research and evaluation database.

7. OFFICIAL TRAVEL INVOLVED (ITINERARY AND DURATION)

The consultant will be expected to travel to support field visits. The estimated number of trips under this contract is four, with average duration of 4 days per trip. Travel will most likely be to two of the following states: Maharashtra, Rajasthan, Uttar Pradesh, Bihar, Madhya Pradesh, Assam, Andhra Pradesh, Odisha, Jharkhand, Telangana, Karnataka, Gujarat. The final destinations for travel will be decided as per the requirement, in agreement with the R&E Specialist.

8. ESTIMATED DURATION OF CONTRACT

12 months, from 1st April 2023 to 31st March 2024.

9. QUALIFICATIONS / SPECIALIZED KNOWLEDGE / EXPERIENCE/ COMPETENCIES (CORE/TECHNICAL/FUNCTIONAL) / LANGUAGE SKILLS REQUIRED FOR THE ASSIGNMENT

Minimum Qualifications required:

- A post-graduate university degree in social sciences

Knowledge/Expertise/Skills required:

- At least 5-7 years' relevant work experience, progressively responsible at national and/or international levels in evaluation and research

- Knowledge of impact evaluations and development evaluations according to United Nations Evaluation Group (UNEG) norms and standards
- Strong understanding of OECD-DAC evaluation criteria and UNEG norms and standards for evaluation, including those pertaining to ethics.
- Strong experience in managing research and evaluations (developing a plan/terms of reference and schedule, assigning tasks, ensuring milestones are met on a timely basis, ensuring project costs are within and approved budget, and ensuring that objectives are adequately addressed)
- Demonstrated technical expertise in evaluation design (experimental, quasi-experimental designs, and non-experimental designs), quantitative and qualitative data collection and analysis methods, and writing-up of results for professional publications.
- Demonstrated experience in integrating an equity and gender perspective in evaluation design and analysis.
- Strong understanding of research ethics and be able to ascertain the right application of ethical principles for each evidence activity
- Demonstrated experience of researching and evaluating child and adolescent issues in India.
- Strong analytical writing and copy-editing skills, as well as creative visualization and graphics skills, with experience in creating compelling knowledge products for research/evidence.
- Familiarity with UNICEF programming areas, such as Health, Nutrition, Child Protection, WASH, Education, Disaster Risk Reduction, Gender, tribal issues, and urban issues is desirable.
- Familiarity with results-based management principles and tools is a plus
- Exposure to and experience with emergency programming, monitoring and evaluation, will be an asset, in particular experience with evidence generation around the current COVID pandemic.
- Fluency in English (verbal and written) and Hindi (verbal). Any other local languages in India is a plus
- Excellent oral and written skills in English, with the ability to analyse and synthesize information succinctly and accurately, tailored to the audience/reader
- 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 research and evaluation methods

10. TECHNICAL EVALUATION CRITERIA (WITH WEIGHTS FOR EACH CRITERIA)

Technical and Financial ratio is 70:30 with the qualifying score of 70% i.e. 49 marks

1. Educational Qualifications (15 points)

- A post-graduate university degree in social sciences

2. Relevant professional experience (20 points)

- Required number of years (5-7) responsible for conducting and leading research and evaluation in India and internationally (5)
- Experience in designing and managing impact evaluations and development evaluations (3)
- Experience with different research and evaluation designs (experimental, quasi- and non-experimental), and experience with quantitative and qualitative data analysis (7)
- Experience in analytical writing and producing high-quality standard reports and/or publications (5)

3. Quality of written sample of previous work (15 points)

4. Interview (20 points)

- Technical knowledge and awareness on evaluations
- Interpersonal and communication skills
- Motivation and professionalism

Candidates who score 40/50 marks will be shortlisted for an interview. Candidates who score 49/70 will be technically qualified and their financial offers will be opened.

11. PAYMENT SCHEDULE

Payment will be made on submission and acceptance of 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

12. IMPORTANT NOTES

- 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 health insurance (and visa if applicable) 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.

HOW TO APPLY:

The application to be submitted through the online portal and must contain four separate attachments, as follows:

1. A cover letter (max 2 pages) outlining understanding of the scope and activities, motivation to undertake it and demonstrating fit for the assignment **(to be uploaded online under “Cover Letter” tab)**
2. An updated CV demonstrating all requirements stated above **(to be uploaded online under “Resume” tab)**
3. A recent writing sample (up to 3 years old), which can include a professional publication, or a report or some other writing piece completed as part of their professional work. Where a writing piece has several authors, the applicant should specify which sections were written by her/him. *(Note by submitting a writing sample, the consultant confirms this is their original work. If it is found not to be original work, this will be grounds for non-selection.)* **(to be uploaded online under ‘Other – Applicant’)**
4. A financial proposal indicating all-inclusive amount (professional fee + travel cost as applicable) against each of the deliverable, as per the template attached. Please do not forget to specify your name in the file while saving **(to be uploaded online under “Financial Proposal” tab).**

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 04 documents, your application will be considered incomplete and invalid and will not be considered further.

- Any attempt to unduly influence UNICEF’s selection process will lead to automatic disqualification of the applicant.
- Joint applications of two or more individuals are not accepted.
- Please note, UNICEF does not charge any fee during any stage of the process.
- Women, trans, non-binary and gender diverse candidates meeting the requirements are strongly encouraged to apply.
- UNICEF is committed to diversity and inclusion and encourages qualified candidates from all backgrounds including persons living with disabilities to apply.
- General Terms and Conditions for the Consultancy Contract is attached, for your reference.

For any clarifications, please contact:

UNICEF

Supply & Procurement Section

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