**VA Consultant to Conduct a Situation Analysis of Children in Sao Tome and Principe – 4 months**

UNICEF works in some of the world’s toughest places, to reach the world’s most disadvantaged children. To save their lives. To defend their rights. To help them fulfill their potential.

Across 190 countries and territories, we work for every child, everywhere, every day, to build a better world for everyone.

And we never give up.

**For every child, a champion**

UNICEF Sao Tome and Principe conducted a Situation Analysis (SitAn) in 2015 which informed the formulation of the Country Programme (CP) 2017-2021. Since then, there have been changes in the country socio-economic and political context and the COVID19 pandemic had a serious impact on children’s, young people and women’s life.

The government committed to the implementation of the 2030 Sustainable Development Agenda and the Sustainable Development Goals (SDGs). In 2019, a new Multiple Indicator Cluster Survey (MICS6) has been conducted to provide updated data on social indicators and measure progress towards SDGs. At the same time the country started the process of graduation to lower middle income countries, while the economy continuous to be severely dependent on external aid.

At the global level, UNICEF adopted a new strategic plan, aligned on SDGs and various thematic strategic frameworks including the Programme Framework for Fragile Contexts.

However, with the availability of updated data, a comprehensive analysis of the situation of children’s rights and well-being is necessary, looking at progress, challenges and opportunities to achieving child rights, well-being and the patterns of deprivation that children face. This analysis will also examine the unequal realization of rights and levels and depths of disparities across different equity dimensions and highlights the situation of children left behind, including because of the impact of COVID19. A comprehensive SitAn, through providing an understanding of the current development status of social sectors, identifying the most vulnerable groups, and exploring manifestations and underlying causes/bottlenecks of disparities, will provide recommendations for the Government’s policies and programmes, with a strong equity focus in line with the ‘Leave No One Behind’ principle.

It will also form the basis for the development of a new UNICEF-Sao Tome and Principe Country Programme Document (CPD) for 2023-2027. A high quality SitAn will contribute to the UN Common Country Assessment (CCA) and ensure that development priorities related to children’s rights are addressed in the new UN-Sao Tome and Principe Sustainable Development Cooperation Framework (UNSDCF) 2022-2027.

SitAn is being planned in close collaboration with the Government of São Tomé and Príncipe.

The results of MICS6 2019, showed that the situation of children, youth and adolescents and women in key domains needs results translated into concrete actions and responses based on a framework of programs and collaboration that is much more ambitious and inclusive. In this context, SitAn will fit or at least align with the government's current plans and priorities as that it is scheduled to carry out secondary and complementary analyzes in specific domains requested by the Government

**How can you make a difference?**

The purpose of the consultancy is to support UNICEF Country Office and its partners to develop an objective and verifiable analysis of the situation of children in Sao Tome & Principe, which will be used by all partners in addressing key challenges preventing children, especially the most disadvantaged, from enjoying their rights as defined in the Convention on the Rights of the Child (CRC) and other international legal instruments to which the country is party. SitAn is the opportunity to engage all stakeholders involved in following the CDC's recommendations.

**Specific objectives:**

1. Establish a strong understanding of the country context and the current situation of children by conducting a secondary analysis of the demographic profile, political, economic and governance, humanitarian risk profile, gender profile, public finance, poverty, drives of inequality, stakeholders, business, Country Assessment of Essential Products, Markets and Supply Chains for Children, and Knowledge, attitudes and practices towards key child development issues.
2. Analysing children’s rights progress and current status of children and adolescents’ development disaggregated by age, gender, urban/rural, ethnicity, disability, wealth and other relevant factors.
3. Identify any new trends, patterns, incidence and causes of key deprivations and patterns of vulnerability, disaggregated by relevant segments of the population using available data and other information.
4. Identify and analyse key barriers and bottlenecks that prevent disadvantaged girls, boys and families from benefiting from required interventions and services. The immediate underlying and root causes should be examined including the social, political and economic conditions and gender norms that result in shortfalls in the creation of an enabling environment for the realization of children’s rights.
5. Analyse the extent to which gender inequalities and the fulfilment/non-fulfilment of the rights of women affect overall inequalities and deprivations, including those affecting children.
6. Assess the current or potential presence of risks, including conflict, natural hazards, existing and future hazards from climate change and other potential shocks; the likelihood of their occurrence, the underlying vulnerabilities, the nature of the hazard and the particularly vulnerable groups that will be affected. The capacities and coping mechanisms of women and men, families, communities, local and national institutions to mitigate these risks and deal with shocks should also be assessed.
7. Analyse the extent to which the evidence-based interventions and services needed to address vulnerabilities are prioritized in national policies, laws, strategies, plans and budgets, and supported by UNICEF and partners. This would include an analysis of the extent to which there is an enabling environment for the realization of the rights of all children including the promotion of positive social norms and behaviours, transformation of gender norms, organization of services, institutional capacities at national, sub-national and community levels.

The SitAn should reflect any new developments and changes in the programming context of Sao Tome & Principe and relevant sectoral (i.e. Health, Nutrition, Education, WASH, Social and Child Protection) and cross-cutting issues (i.e. Disabilities, Gender, Participation, Social Inclusion etc.).

It should also draw out what are the key advocacy messages which might eventually feed into what policies might be needed to address the issues raised. It should focus on the enabling environment, for example policies, legislation, budget, expenditure, on the supply side, for example availability and access to services, and on the demand side, cultural practices and beliefs.

It should finally include evidence-based recommendations for improving data availability and analysis concerning rights of children. Such recommendations should also consider potential innovative actions and highlight opportunities for strategic partnerships for leveraging political and economic will for the most disadvantaged children and their families.

**Conceptual framework**

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| At the heart of the analysis is a conceptual framework which establishes the causality between the causes, opportunities and barriers to achieving child rights and wellbeing, and provides an understanding of the existing deprivations and inequities. The framework situates the analysis in the country context with a clear recognition of regional and global issues that are impacting children’s lives in the country. It explores the reasons behind the uneven realisation of child rights, inequities in wellbeing and the opportunities to achieve progress for all children, especially those who are left behind or most at risk of being left behind.The following table outlines the specific questions in the conceptual framework. Some of these questions might need to be further unpacked depending on the country context or how the analysis is designed.

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| **Framework** | **Questions** |
| Child rights and wellbeing: progress and inequities | * What progress has been made so far in achieving children’s rights and wellbeing?
* Has progress been unequal? How large or deep are the disparities in the realization of child rights and wellbeing?
* Who are the groups left behind or most at risk of being left behind?
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| Causes, challenges and risks | * What factors have contributed to the realization of child rights and wellbeing?
* What are the top factors (prioritization is key here) that prevent the realization of child rights and wellbeing?
* What top factors drive inequities in the realization of child rights and wellbeing?
* What barriers do children, especially the most vulnerable, face to access lifesaving commodities and services?
* What are the main risks[[1]](#footnote-1) that could prevent the realization of child rights and wellbeing, or exacerbate inequities?
* Who are the stakeholders that can play a role in achieving child rights and wellbeing?
* what are the impacts and inherent risks of covid-19 on the well-being of children;
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| Country overview | * How does the country context contribute to child rights and wellbeing? Conversely, what macro factors prevent their realization and/or exacerbate inequities?
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| Global and regional issues | * Are there global and regional issues that impact child rights and wellbeing?[[2]](#footnote-2)
* How does the realization of child rights and wellbeing contribute towards the achievement of the KRC and SDGs in the country?[[3]](#footnote-3)
* What ideas are proclaimed in the Santomean family to guarantee the rights and welfare of children. ?
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**Methodology**

A number of studies, surveys, assessments and evaluations have been completed in different areas related to the rights of children in Sao Tome & Principe since the last SitAn was conducted in 2015. It is expected that the international expert will synthesise all new relevant information from research, surveys, analytical reports, management information systems and national policies and legislation into SitAn.

The SitAn must cover the following:

* priority 3-5 top issues and opportunities impacting child rights in the country
* provide recommendations to key stakeholders by identifying strategies for change
* identify data and evidence gaps and recommend further research and analysis needed

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Below is a brief outline of an indicative methodology for conducting the situation analysis. The consultant is required to propose a more precise scope and methodology. UNICEF guidance on conducting a situation analysis is recommended as a reference for this purpose. Five Minimum SitAn requirements are also provided in an annex to this ToR.

The consultant will consolidate the knowledge on children and primarily rely on secondary data analysis, with limited primary data collection from major duty-bearers for child rights. This will specifically include:

* Desk review of existing data and evidence on selected topics published in studies, research and survey reports. The desk review should analyse trends and child outcomes in the selected focus areas to enable the in-depth understanding of key social, cultural and economic issues.
* Comparative analysis of available legislation, social policy, government strategies and budget allocation and analysis of public expenditure documents in conformity with provisions of the CRC, African Charter on the Rights and Welfare of the Child, CEDAW and the Universal Periodic Review.
* Background notes on specific topics where UNICEF and other actors working with and for children do not have or have limited knowledge for a comprehensive Situation Analysis (e.g. disabilities; gender analysis of disparities; and, adolescent participation and civic engagement).
* Key informants’ consultations with those who shape and implement public policies, but also the beneficiaries – group of women, group of local leaders, group of children, youth etc (focus groups and interviews during in-country visits). The participative and consultative part will be an important component of the methodology.

The consolidation of the Knowledge on children, to be done by the consultant, should be based on a triangulation between: National data sources, Global data sources, Alternative data sources with regards to their validation and acceptability.

An important added value should be provided appropriately to the intended analysis in those perspectives:

* The use of data from risk analysis and findings from research and evaluations to present a complete and rigorous analysis of children’s rights and well-being.
* The use of research includes peer-reviewed work or other studies, providing that these are from recognized and credible sources. It is important to draw on existing research and evaluations to create a rigorous and complete analysis.
* Reports by government, civil society, business analysts and academia are also useful sources of information. State reports and stakeholder submissions to international institutions, including the international human rights mechanisms (Universal Periodic Review, Treaty Bodies and Special Procedures) and recommendations from these, provide an important and authoritative source of information on the groups most at risk of being left behind and on the distributional impacts of policies and programmes.
* Recommendations and Concluding Observations, accessible at the Universal Human Rights Index, can be a basis for completing and updating the analysis.
* The situation analysis can also use findings from country or cross-country evaluations (including the country in question) to support the analysis.

The analysis must fully consider, and articulate disparities related to gender, income, geographic location (national/ regional perspectives), ethnicity, disability and level of ability.

The consultant will use specific tools for causality analysis, bottleneck and determinant analysis, capacity gap analysis, vulnerability analysis, role-pattern analysis

Thematic analysis of issues that are critical to children’s rights (children on the move, children with disabilities, climate, energy and environment, gender equality, public financial management, working with the business sector to deliver results for children, risk, resilience and peacebuilding, subnational, children in urban settings…) will be undertaken using the new SitAn toolkit.

As a joint activity with the Government, UNICEF will strive to engage government counterparts and other stakeholders, such as civil society organizations, in the SitAn process. A SitAn Steering Committee will be set up by the Directorate General for Planning (DGP) for this purpose. The participation of key stakeholders will be ensured, including key ministries and government agencies at the national and sub-national levels; relevant civil society organizations and NGOs, professional associations, women groups, youth organizations; international development partners; policy analysis, research and development institutions. The process will involve consultations with all these partners and stakeholders as well as UNICEF’s programme staff, as appropriate. The final report will be validated by the SitAn Steering Committee and endorsed by both the Government of Sao Tome and Principe and UNICEF.

**Activities, tasks, deliverables and timelines**

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| The consultancy and its approach will be informed by UNICEF Guidance on Conducting a Situation Analysis of Children’s and Women’s Rights – Taking a right based, equity focused approach to Situation Analysis (March 2012) and the Core Guidance: New Generation of Situation Analysis (March 2019). The consultancy will focus on the organizational guidance as key reference to undertake the following, in close consultation with the Country Office. The key assignments and deliverables are as follow:

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| **Ref** | **Key Activities and tasks** | **Tasks** | **Deliverables** | **Estimated timeframe** |
|  | Inception report based on the TOR. (Remote) | Develop and submit an inception report summarizing key methodologies and timeframe for:* Reviewing the UNICEF’s updated Situation Analysis Guideline and toolkits.
* Consolidation of the Knowledge on children:collecting and mapping available data and information, publications on social economic, as well as children and women in Guinea-Bissau
* preparing a SitAn inception report which summarises:
	+ (i) methodology;
	+ (ii) conceptual and analysis framework;
	+ (iii) availability of data sources, clustered by thematic focus areas;
	+ (iv) information gap analysis;
	+ (v) Outline of the Report, and
	+ (vi) schedule of activities and timeline.
 | Inception Report  | 7 days, by 12 July 2021 |
|  | Desk review: Data collection and 1st draft report. (Remote) | * Conduct desk review based on relevant source documents (Annex C) to produce draft overview of socioeconomic and political context.
* Undertake remote interviews with country office staff on general changes in trends, and situation in the programming environment with a highlight on the situation the situation of the KRCs. In particular the engaged KRCs: KRC1, KRC3, KRC7, KRC8.
* Prepare and submit first draft of the SitAn report for review. Include in the report a section on the KRCs update for the country.
 | 1st draft report | 18 days, by Mi-August |
|  | Consultation and dialogue with stakeholders to gather more information (Sao Tome- if possible) | * In country visit to interview relevant government organizations and CSOs to collect more qualitative data.
* Conduct a dialogue and consultation with adolescents and people with disabilities.
* Conduct consultation with government, civil society partners, Private Sector and UN agencies
 | 1st In-country visit | 10 days, Mid-August |
|  | Second draft submitted (Sao Tome if possible) | Produce second draft of the SitAn report integrating inputs from the consultations and dialogues with stakeholders and comments on the first draft | 2nd draft SitAn Report | 5 days |
|  | Validation workshop with partners (Sao Tome if possible) | Presentation of the SitAn report to partners for validation | - A PowerPoint Presentation  | 5 days, by mid-september |
|  | Finalization of SitAn Report (Remote) | * Review the report with comments from validation workshop and
* Submit the final SitAn Report and other products
 | * Development of draft reports - comprehensive Situation Analysis (to be used by UNICEF, internally) and summary of SitAn document - for discussion and validation with UNICEF Office and key partners.
* Development of final reports comprehensive report for internal use
* Development of a 40-page summary document to be used as an official publication for public distribution
* Final SitAn Report
 | 5 days, by end of September |
|  | Total |  | Deliver and handover of all the metadata, e.g., tabulated data; transcripts of interviews with key stakeholders; any other mapping or meta-analysis they may have conducted.  | 50 days |

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| Note: The Country Office’s will have a period of one week to review report to provide feedback. The consultant must take the feedback and comments into consideration for the final report. |

**Conditions of work**

The Consultant will report to the UNICEF Social Policy Specialist in consultation with the Deputy Representative, and work closely with the SitAn Steering Committee, and all other programme professionals.

In addition, s/he will collaborate closely with the M&E Specialist for technical guidance and inputs. The Consultant will provide an update on a weekly basis (via email or Skype) with regards to progress, challenges encountered, support required and proposed solutions.

A national consultant/research team will be engaged to provide in-country support in the whole process. It will include coordination with counterparts to collect related information, identify and translate key information from Portuguese/creole language to French if required, support to organize in-country visit including field visits and in-country consultation, and coordination on report review and receiving feedbacks.

Performance will be regularly reviewed throughout the assignment, with formal evaluation being conducted at the end of the Contract.

The SitAn will be drafted in French, but the presentation of the findings to the steering committee will be in Portuguese. The summary of the report will be translated in Portuguese while the whole document will be translated later one for the dissemination.

All materials developed will remain the copyright of UNICEF. UNICEF will be free to adapt and modify them. This ToR is an integral part of the contract signed with the consultant. The penultimate version of the report will also undergo the review of the UNICEF West and Central Africa Regional Office and potentially an external peer reviewer(s).

**Ethical issues:**

All interviews, including with children, should adhere to the UNICEF Principle Guidelines for Ethical Reporting on Children and Young People under 18 years old.

The Consultant may not publish or disseminate Reports, data collection tools, collected data or any other documents produced from this consultancy without the express permission of and acknowledgement of UNICEF.

Consultants are required to clearly identify any potential ethical issue, as well as the processes for ethical review and oversight of the research/data collection process in their proposal. UNICEF Procedure for Ethical Standards in Research, Evaluation, Data Collection and Analysis can be found at: <https://www.unicef.org/supply/files/ATTACHMENT_IV-UNICEF_Procedure_for_Ethical_Standards.PDF> and should be consistently applied throughout the research process. The procedure contains the minimum standards and required procedures for research, evaluation and data collection and analysis undertaken or commissioned by UNICEF (including activities undertaken by individual and institutional contractors, and partners) involving human subjects or the analysis of sensitive secondary data.

**Timeframe and Payment Schedule**

The Consultant will work 50 working days for the assignment, over the period of 3 months between Mid-June and Mid-September. The contract will be lasted until end October, to allow for final feedback and adjustments.

As per UNICEF policy, payment is made against approved deliverables.

Scheduled payments payment upon completion of the tasks/activities (deliverables) in the agreed work plan, as following.

1. 20% payment - upon satisfactory submission of the Deliverable 1: Inception Report
2. 40% payment – upon satisfactory submission of the 1st draft SitAn report
3. 40% payment – upon satisfactory submission of the final SitAn report, the Presentation, and the Brief Summary

The Consultant’s fee may be reduced if deliverables are not fulfilled to the required standard.

**Administrative issues**

The consultant will work remotely, with travel to Sao Tome and Principe (estimated 20 days in Sao Tome and Principe). Internal travel may be required for data collection and consultations with various stakeholders and will be supported by UNICEF CO.

During the periods in which the Consultant is working remotely, conference/skype calls will be held as required.

The consultant will make his/her own arrangements for the travel. Travel costs for two trips in this consultancy should be estimated and included into the proposal (lump sum and break down by budget lines) along with the requested daily fee. Travel costs shall be calculated based on economy class travel, regardless of the length of travel; costs for accommodation, meals and incidentals shall not exceed applicable daily subsistence allowance (DSA) rates, as promulgated by the International Civil Service Commission (ICSC).

Meanwhile, UNICEF will provide logistical support for the in-country trips, such as provision of office space, vehicle for site visits and official meetings, organisation and coordination of meetings, interpretation and translation and support with obtaining visa and registration, once in-country.

Approval Procedures and Logistics

Consultants should act with integrity and respect for all stakeholders in line with UNICEF ethical guidelines regarding evidence generation.

UNICEF **(Country name)** Office holds copyrights for all reports. The documents (including raw materials, etc.) may not be reproduced, distributed or published without the written permission from UNICEF.

All personal data should be accessible to team members, but no one else. The consultants need to set up secure systems (a) to ensure that other staff within their institutions cannot access their data via the shared staff drives, and (b) to ensure secure data transfer between institutions. Cloud based storage with limited sharing rights could be considered in this instance. Different personal data files need to be link-able, they need to be held separately so that they can only be linked purposely, by researchers who are authorized to do so. There is also a need to ensure that data cannot be removed from secure systems in ways that might compromise data security.

**To qualify as an advocate for every child you will have…**

**Education:** Advanced degree in the social science (sociology, economics, anthropology, development Studies, etc.) or related fields relevant to the assignment;

**Experience:**

* A minimum of 8 years of professional experience in conducting equity-focussed research, socio-economic and human rights-based analysis, and technical assistance to governments and organizations, in the areas of the human rights-based approach to programming (HRBAP), an understanding of the CRC, CEDAW and other relevant frameworks, ability to conduct equity-focused research and analysis;
* Proven ability in coordination of research, dialogue and synthesis of complex information in strategic reports.
* Knowledge and experience in conducting similar analysis (e.g. equity focussed situation analysis), and breadth of knowledge on children and women’s issues.
* Demonstrated experience with research and participatory methods;
* Strong writing and analytical skills for quality report writing (*a sample of recent analytical report will be requested)*
* Strong presentation and communication skills in English (fluency required) and Portuguese. French is an asset;
* Strong coordination skills and ability to adhere to deadlines;
* Previous work experience with UNICEF in a similar capacity, is an advantage.
* **Other competencies:** Demonstrated ability to work in a multicultural environment and establish harmonious and effective relationships with national partners;

**For every Child, you demonstrate…**

UNICEF's values of Care, Respect, Integrity, Trust, and Accountability (CRITA) and core competencies in Communication, Working with People and Drive for Results.

To view our competency framework, please visit [here](https://www.unicef.org/careers/media/1041/file/UNICEF%27s_Competency_Framework.pdf).

Click [here](https://www.unicef.org/careers/get-prepared) to learn more about UNICEF’s values and competencies.

UNICEF is committed to diversity and inclusion within its workforce, and encourages all candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons living with disabilities, to apply to become a part of the organization.

UNICEF has a zero-tolerance policy on conduct that is incompatible with the aims and objectives of the United Nations and UNICEF, including sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination. UNICEF also adheres to strict child safeguarding principles. All selected candidates will be expected to adhere to these standards and principles and will therefore undergo rigorous reference and background checks. Background checks will include the verification of academic credential(s) and employment history. Selected candidates may be required to provide additional information to conduct a background check.

**Remarks:**

Only shortlisted candidates will be contacted and advance to the next stage of the selection process.

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.

1. Different types of risks should be explored here including, hazards, shocks, stress, exposure, vulnerability, capacity etc [↑](#footnote-ref-1)
2. The analysis should focus on keys issues that have been identified to tackle by the Key Result for Children [↑](#footnote-ref-2)
3. The analysis should focus here on the contribution on the country to the KRCs and subsequently the KRCs to the SDGs [↑](#footnote-ref-3)