

## TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

<b>Title</b>  <b>Consultancy for Knowledge Management, Monitoring, Evaluation, Research and Learning support (KM-MERL)</b>  Research Facilitation and Knowledge Management			<b>Duty Station:</b> UNICEF Office of Research-Innocenti, Florence (Italy)  <input type="checkbox"/> Home Based <input checked="" type="checkbox"/> Office Based
<b>Start date:</b>  1 February 2022	<b>End date:</b>  31 December 2022	<b>Type of engagement</b> <input type="checkbox"/> Consultant <input type="checkbox"/> Individual Contractor Part-Time <input checked="" type="checkbox"/> Individual Contractor Full-Time	
<b>Duration:</b> 11 months <b>Total working days:</b> 198 <b>No. days/month:</b> 18			
<b>Purpose of Activity/Assignment:</b>  Consultancy to provide support to the Research Facilitation & Knowledge Management (RFKM) team's work on Applied Behavioural Sciences, Implementation Research, and establishing a Behavioural Insights Research and Development Laboratory. The objective is to develop a Monitoring, Evaluation, Research and Learning (MERL) framework for supporting at least ten countries, including implementation research, documentation, and the design of small-scale experimental trials.			
<b>Scope of Work:</b>  The consultant will be required to undertake four related activities to provide supplementary capacity to the work of the Research Facilitation & Knowledge Management team at UNICEF's Office of Research-Innocenti on Applied Behavioural Sciences, Implementation Research, and establishing a Behavioural Insights Research and Design Laboratory: <ol style="list-style-type: none"> <li>1. Develop and implement a MERL plan for systematically surfacing insights, tracking and understanding what works and what doesn't, and improving performance in the application of behavioural sciences methodology and evidence to increase immunization uptake in 10 countries (40%)</li> <li>2. Develop a capacity-building curriculum and conduct training for UNICEF Regional Offices, country teams, and partners in implementation research and MERL (25%)</li> <li>3. Coordinate data collection, documentation, and communication for country case studies and quarterly reports (20%)</li> <li>4. Update, maintain, and curate content for the UNICEF BIRD Lab website and Applied Behavioural Sciences internal SharePoint site (15%)</li> </ol>			
<b>Background</b>  UNICEF's Office of Research - Innocenti is looking for an experienced full-time consultant for a period of 11.5 months. The position is in the Research Facilitation and Knowledge Management (RFKM) team of the UNICEF Office of Research – Innocenti (UNICEF-Innocenti). UNICEF-Innocenti is the dedicated research office of UNICEF. It undertakes and commissions research on current issues of relevance for children to inform the strategic directions, policies and programmes of UNICEF and its partners. The office also explores emerging issues, identifies research gaps, and brings together existing researchers to support or undertake new research, data collection and analysis to address critical questions. The Research Facilitation & Knowledge Management unit within which this internship is located plays a leading role in building a knowledge culture across UNICEF and beyond by providing essential guidance and tools to strengthen generation, communication and use of evidence in decision-making.			
The purpose of this position is to assist the RFKM team with a range of research support tasks related to knowledge management (KM) and to monitoring, evaluation, research and learning (MERL) associated with UNICEF's efforts			

to scale up the application of behavioural science methods and evidence to achieve program and policy objectives for children (starting with a focus on primary health and immunization).

## Objectives

The consultant will be expected to support the Behavioural Sciences Research Manager in the RFKM team in delivery of the following activities:

### **1. Develop and implement a MEL plan for systematically surfacing insights, tracking and understanding what works and what doesn't, and improving performance in the application of behavioural sciences methodology and evidence to increase uptake of immunization services in 10 countries (40%)**

UNICEF Innocenti is collaborating with the Social and Behavioural Change (SBC) teams in UNICEF Programme Group and the Immunization Unit, Health Section, to scale up the application of insights and methods from the applied behavioural sciences to increase the uptake of primary healthcare and immunization services in at least 10 priority countries in 2022. This initiative will include building on a human-centered design process of diagnosing challenges and co-developing solutions with local stakeholders in order to prioritize specific behaviours for change and to design and test associated solutions/ interventions. The consultant will support and be responsible for:

- i. Supporting UNICEF country teams to develop tailored theories of change and MEL frameworks and coordinate data collection for the piloting and scaling up of behaviourally informed interventions.
- ii. Supporting UNICEF country teams to develop implementation research questions and protocols for systematically documenting what works and what needs to be adjusted during the process of implementing and scaling up behaviourally informed solutions.
- iii. Supporting UNICEF country teams to employ experimental or quasi-experimental designs to assess the effectiveness of specific interventions or elements of the overall implementation effort.
- iv. Documenting, packaging and communicating country case studies.
- v. Developing and implementing a MERL plan and framework for the overall multi-country effort.

### **2. Develop a capacity-building curriculum and conduct trainings for country teams in implementation research and MEL (25%)**

UNICEF's efforts to link its [human-centered design approach](#) with methods and evidence from the applied behavioural sciences will entail developing new training curricula to support country teams with the development of MEL plans, conducting implementation research, and employing experimental research methods to test interventions in context. The consultant will support and be responsible for:

- i. Supporting the Behavioural Science Research Manager and the project team to develop at least five one-hour training modules to insert at key moments in the HCD and/or BI processes. Specific modules will include: defining behavioural targets; developing a theory of change; developing a MEL plan; conducting implementation research; and designing and conducting (quasi-) experimental trials.
- ii. Deliver and document trainings as either standalone events or integrated within other HCD and BI capacity-building workshops.
- iii. Provide continuous mentoring and technical support to country teams in MEL, implementation research, and experimental design.

### **3. Coordinate data collection, documentation, and communication for country case studies and bi-yearly progress reports (20%)**

This ambitious multi-country initiative will require a centralized means of coordinating data collection, monitoring of processes and outcomes, and documenting progress and learnings for periodic reports. The consultant will be responsible for:

- i. Coordinating with country teams to collect the necessary data to inform the overall MEL plan
- ii. Maintaining a dashboard or similar mechanism for tracking progress through process and outcome indicators

- iii. Documenting and communicating lessons learned through country case studies and periodic progress reports
- iv. Providing quality assurance support for embedded implementation research and the design and implementation of trials
- v. **Update, maintain, and curate content for the UNICEF BIRD Lab website and Applied Behavioural Sciences internal SharePoint site (15%)**

UNICEF Innocenti is working in partnership with Programme Group (PG) to establish a Behavioural Insights Research and Design Laboratory (BIRD-Lab), an associated website, and an internal collaboration platform on Applied Behavioural Science in SharePoint. The consultant will be responsible for:

1. Developing the KM plan for the initiative, including plans for the BIRD-Lab website and SharePoint pages.
2. Coordinating with Regional Offices, Country Offices, HQ/PG, and partners to develop up-to-date content to showcase externally via the BIRD Lab website, or maintain for internal use via the SharePoint platform

**Minimum Qualifications required:** ☐ Bachelors ☒ Masters ☐ PhD ☐ Other

**Disciplines:**

Social Sciences, Political Sciences, Behavioural Sciences, Monitoring and Evaluation, Knowledge management

**Knowledge/Expertise/Skills required:**

- 5-10 years of relevant work experience
- Excellent research and analytical skills, project management skills, skills in simplifying complex scientific writing for communication to general audiences.
- Demonstrated background in Monitoring, Evaluation and Learning or related fields.
- Demonstrated knowledge of Applied Behavioural Sciences and/or Implementation Research
- Experience managing and monitoring complex research projects
- Experience and expertise in experimental and quasi-experimental research design
- Be Fluent in English. Knowledge of other UN working languages is considered an advantage (Arabic, Chinese, French, Russian, Spanish).

Core Competencies in Building and Maintaining Partnerships; Drive to Achieve Results for Impact, Managing Ambiguity and Complexity, Thinking and Acting Strategically and Working Collaboratively with Others.

Core Values of Care, Respect, Integrity, Trust and Accountability.

**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 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. See General Terms & Conditions [Consultancy contracts - General Terms and Conditions.pdf](#)

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.

Depending on the type and length of contract, consultants may be eligible to receive Paid Time Off (PTO) credit at the rate of one- and one-half days (1.5 days) for each full month of service, to be credited on the last calendar day of the month, and up to 17 days for a maximum of 11.5 months contract.

Payment of professional fees 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 but not limited to lump sum travel, visa, health insurance 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

Consultants and individual contractors traveling on behalf of UNICEF must meet the standard trip prerequisites, including but not limited to medical clearance and medical evacuation insurance coverage for the duration of the trip, obtain [security clearance](#), be compliant with training requirements ([BSAFE](#)), arrange for own necessary visas, vaccinations and liability waiver where applicable. Trip prerequisites will be met at the expense of the consultant or individual contractor.

Travel costs to undertake any required fieldwork associated with this Consultancy will be covered by UNICEF’s Office of Research-Innocenti in accordance with UNICEF travel policy. The contract holder will be responsible for arranging their own travel and must be in line with UNICEF policy on [entitlements for consultant travel](#). The consultant will be responsible to use the UNICEF approved airlines exclusively.