**FULL TIME CONTRACTOR TO PROVIDE TECHNICAL SUPPORT FOR STRENGTHENING CHILD PROTECTION DATA AND MONITORING SYSTEMS**

1. **BACKGROUND / RATIONALE**

The Child Protection Programme of UNICEF India is spread across 17 states in the country managed through 13 field offices and the country office in Delhi. The programme focuses on four key issues: child marriage, violence against children, children in need of care and protection and child labour. In the first year of current programme cycle (2018-22), the programme has made significant progress. UNICEF is proud to be an integral partner in Government of India's endeavors for improving the state of children through legal and policy reforms, enacting new laws and developing national programmes that address the needs of children. UNICEF has worked aggressively to create an enabling environment, strengthen systems and build capacity of staff and community at large till the lowest administrative levels (district, blocks, villages). UNICEF has worked towards bringing a lasting change with targeted interventions to End Child marriage (ECM), empower adolescents for inter-generational change of mindsets, prevention of Violence Against Children (VAC) and improving standards of care in institutions while promoting family-based alternative care.

Moving forward, it is well realized that child protection programmes has to be all-inclusive, reaching the bottom most wrung of vulnerable children who are either unreached or marginalised. Political ownership needs to be further leveraged to intensify programmatic inputs and resource mobilisation for at-scale programmes. Evidence based data, documentation of processes and initiatives for knowledge sharing and building strong monitoring and accountability structures will be the cornerstones of replicable success in the future. The CP sector in India is characterized by weak data systems, lack of regular data on prevalence, incomplete/low-quality administrative data. Measurement of results and reporting continues to be a challenge.

# PURPOSE OF ASSIGNMENT

Under the overall supervision of the Monitoring and Evaluation Specialist (CP), the proposed consultancy has been designed to provide support for strengthening the internal and external monitoring systems by working with UNICEF programme specialists, national and state governments, implementing partners and other stakeholders. The consultant will support CP sector’s need for system strengthening and better utilization of data to measure outcomes for children which is critical for scale-up and system strengthening.

The consultant will provide professional expertise and assistance in information/data collection, data analysis, programme process monitoring and preparation of corporate and donor reports.

# OBJECTIVES

1. Support in rolling out national monitoring system for child protection
2. Contribute in operationalizing large-scale community level monitoring systems for tracking progress of UNICEF supported/facilitated programmes
3. Strengthen the reporting mechanisms, develop data visualizations and create innovative dashboards which can be utilized for reporting and analysis.

# 4. MAJOR TASKS TO BE ACCOMPLISHED

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Main responsibilities and tasks:



# Support in rolling out national monitoring system for child protection services.

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* In collaboration with national and state colleagues, map the current and proposed data collection initiatives related to admin data systems by government and other stakeholders in the area of Child Protection.
* Support in developing feasible options for pursuing an integrated Child Protection Management Information System, including feasibility Protection, time frame and budgets for implementation. Also provide training support during roll out, support to states for development of architecture and implementation plans.
* Support in project management of other Information Management System (Child Protection Information Management System) initiatives including development of Functional Requirements Specification, coordinate and monitor development, quality assurance, piloting and implementing the system at the center and state levels.
* Support in revising the BBBP *Beti bachao Beti Padao* dashboard and help in problem shooting. and extend the necessary capacity building support to Govt.
* Provide technical support in data analysis, spatial analysis, development of analytical reports, factsheets and Infographics.

# Contribute in operationalizing large-scale community level monitoring systems for tracking progress of UNICEF supported/facilitated programmes

* Providing technical support to the states in collection and collation of data into District Management Information System (DMIS) developed for Global program’ Ending Child Marriage’ (GPECM).
* Coordinate with states for capacity development of the partners in using DMIS as well as improving the system in terms of reporting and data management.
* Technical support in automating the data collection forms (online) and designing of monitoring dashboards for GPECM.
* Supporting ChildLine program in collating monthly data for key indicators in discussion with the section and provide technical support in the development of dashboard and factsheets and further strengthen the data dissemination systems.
* Supporting monthly, quarterly analysis of data for GPECM and Childline program.
* Supporting in development of data tracking system for US fund program and its roll out.
* Provide technical support to ensure that monitoring system are in place and that key annual programme indicators are tracked and analysed, including those related to partnerships initiative, and provided regularly to the Child Protection section to guide programme and management decisions.
* Develop and utilize tools for results monitoring based on the program framework, compile monitoring information/data and make them available to CP section
  1. **Strengthen the reporting mechanisms, develop data visualizations and create innovative dashboards which can be utilized for reporting and analysis.**
  + Provide technical Support in development of data-repository of datasets like Census, uDISE, NFHS, SRS, NCRB, ChildLine for quick reference.
  + Development of dashboard for the GPECM project which can be utilized by Section to analyse data and draw learnings emanating from the data.
  + Support in updating dashboard of Childline and ensuring simple and easy data visualization.
  + Contribute to the preparation of management reports (e.g., relevant sections of the annual reports), drawing on monitoring and analysis of key management indicators.

# 5. DELIVERABLES AND DEADLINES

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| **S. No** | **Major Task** | **Deliverable** | **Specific delivery date/deadline for completion of deliverable (please mention as date/no. of days/month)** |
| 1 | Develop and update data-repository from secondary data sources for quick reference, monthly reports, technical support in strengthening data collection and reporting systems | - Developed a data repository from sources like Census, NCRB, NFHS, SRS as well as data shared by DMIS and CHILDLINE - Collation of CHILDLINE data and design of data analytics completed as per information available  - Finalization of data tracking system for US fund  - Regular Updated DMIS report with Q3 data  - Conduct CP data analysis and visualization products as required for other programs  - Monthly progress report submitted | December 2021 |
| 2 | Technical support in strengthening MIS, monthly reports | - Technical support to states in implementation/utilization of CPMIS and JJMIS - Collation of CHILDLINE data and design of data Collating data for US fund program using new Dash board.  - Data analysis of NFHS-5 data for the new released states.  - Conduct CP data analysis and visualization products as required for other programs  - Monthly progress report submitted | January 2022 |
| 3 | Technical support in strengthening data collection and reporting systems, monthly reports, | - Technical support on improvement and conducting QA for BBBP dashboard - Collation of CHILDLINE data and design of data analytics  - Deep Dive state specific analysis of NHFS-5 data for implementing states - Technical support to states in implementation/utilization of CPMIS and JJMIS  - Conduct CP data analysis and visualization products as required for other programs  - Monthly progress report submitted | February 2022 |
| 4 | Technical support in strengthening data collection and reporting systems, monthly reports, technical support in strengthening MIS | -Regular Update DMIS report with Q4 data  - Design annual factsheet for CHILDLINE data analysis - Coordinate with states to share an update on CPMIS and JJIMS - Update fact sheet based on availability of new data  - Conduct CP data analysis and visualization products as required for other programs  - Monthly progress report submitted | March 2022 |
| 5 | Technical support in strengthening data collection and reporting systems, monthly reports | - Design annual report for DMIS including customized State reports - Workshop (refresher) with the states and partners in reporting data into DMIS  - Analyze data of US fund using new dashboard.  - Coordinate with the section to update the indicators in DMIS as per programmatic requirements - Collation of CHILDLINE data and design of data analytics  - Conduct CP data analysis and visualization products as required for other programs  - Monthly progress report submitted | April 2022 |
| 6 | Technical support in strengthening data collection and reporting systems, monthly reports | - Design annual report for DMIS including customized State reports - Coordinate with the section to update the indicators in DMIS - Collation of CHILDLINE data and design of data analytics  - Conduct CP data analysis and visualization products as required for other programs- Monthly progress report submitted | May 2022 |
| 7 | Support in designing online systems for data reporting and analysis, monthly reports | - Explore tools to take DMIS into an online platform and present the available technologies and tools to the section. - Collation of CHILDLINE data and design of data analytics - Update DMIS report with Q1 data  - Conduct CP data analysis and visualization products as required for other programs  - Monthly progress report submitted | June 2022 |
| 8 | Design of online systems for data reporting and analysis, monthly reports | - Collation of CHILDLINE data and design of data analytics  - Analyze data of US fund using new dashboard. - Explore online options for automatising DMIS  - Conduct CP data analysis and visualization products as required for other programs  - Monthly progress report submitted | July 2022 |
| 9 | Design of online systems for data reporting and analysis, monthly reports | - Collation of CHILDLINE data and design of data analytics - Analysis of DMIS data and share  - Conduct CP data analysis and visualization products as required for other programs  - Monthly progress report submitted | Aug 2022 |
| 10 | Design of online systems for data reporting and analysis, monthly reports | - Collation of CHILDLINE data and design of data analytics - Update DMIS report with Q2 data  - Conduct CP data analysis and visualization products as required for other programs- Monthly progress report submitted | Sep 2022 |
| 11 | Design of online systems for data reporting and analysis, monthly reports | - Update data-repositories in discussion with M&E specialist  - Analyze data of US fund using new dashboard. ' Prepare a report on the deliverables achieved, technical documentation on the processes and recommendations  - Conduct CP data analysis and visualization products as required for other programs  - Monthly report submitted | October 2022 |
| 12 | Final report | -Prepare completion report  - Prepare a report on the deliverables achieved, technical documentation on the processes and recommendations  - Prepare handover document and data repository | November (half months) |
| Note: There are certain activities e.g CPMIS and JJMIS which are dependent on Govt approval. Timelines of these activities may differ from the above table and accordingly this may be shifted to different month. This shall be agreed in section meetings and adjusted accordingly. | | | |

# 5. DUTY STATION

New Delhi

# SUPERVISOR

M&E Specialist- CP, UNICEF India

# OFFICIAL TRAVEL INVOLVED (ITINERARY AND DURATION)

Not required

# ESTIMATED DURATION OF CONTRACT (FULL TIME)

Full time contractor (11.5 months contract)

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

**EDUCATION**

* University degree in information management, demography/statistics/population studies/management/sociology or another relevant social science field.

# WORK EXPERIENCE

* A minimum of 8-10 years of professional experience in data analysis, monitoring, research, evaluation.
* Experience in child protection related areas is highly desirable.

# TECHNICAL KNOWELDGE AND SKILLS

* Understanding of data analysis, spatial analysis, monitoring, research is required.
* Exposure to large scale datasets like NFHS, Census, SRS, NCRB is required.
* Experience of using SPSS or other statistical packages is desirable.
* Advanced Excel skills, Infogram, PowerBI is desirable.
* Demonstrates good writing and editing skills.
* Experience in working with Government or UN agencies or INGOS

# LANGUAGES

* Fluency in English, Hindi (written and verbal) is required

# COMPETENCIES

* Strong analytical skills
* Communication
* Drive for results
* Applying technical expertise
* Learning and researching

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

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| --- | --- | --- |
| **S. No.** | **Criteria** | **Minimum/ Maximum**  **Score** |
| **1** | **Educational Qualification** | **7/10** |
| A university degree in one of the following fields is required: demography, statistics, population studies, management, sociology or another relevant social science field. |  |
| **2** | **Relevant Experience** | **14/20** |
| A minimum of 8-10 years of professional experience in programme development, planning and management including monitoring, data analysis and reporting activities. (9/20)  Experience in child protection related areas is required. (5/20) |  |
| **3** | **Technical knowledge and skills** | **14/20** |
|  | Experience and ability to engage with wide range of people, expertise to work of large data sets, ability to handle data analysis packages, understanding of M&E concepts, skills of advanced excel (power BI and Infogram is optional). Ability to create dashboard and work on data visualization. (10/20)  Sample of any recent analytical report . (4/20) |  |
|  | Candidates who score the overall 35 marks and above in the above sub-criteria shall be considered for interview. |  |
| **4** | **Interview** | **21/30** | |
|  | Candidates who score an overall score of 56 marks and above including meeting the minimum cut-offs in all the 4 sub-criteria to be considered technically responsive and their financials will be opened. |  | |
| **6** | **Financial** | **20** | |
| **Total technical and financial score** | | **100** | |

# 11. PAYMENT SCHEDULE

Payment will be made against a monthly progress report detailing the tasks completed and deliverables achieved which should be aligned with the key objectives of the consultancy.

# 12. PERFORMANCE REVIEWS:

The following performance review will be conducted in the contract period:

* 1. Annual performance review and evaluation.
  2. Quarterly progress of deliverables with action points shared.
  3. Monthly deliverable review with UNICEF with action points shared.