

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

Title: Short-term consultancy for support to disability research facilitation and knowledge management Research Facilitation and Knowledge Management			Duty Station: UNICEF Office of Research-Innocenti, Florence (Italy) <input type="checkbox"/> Home Based <input checked="" type="checkbox"/> Office Based
Star date: 17 Jan 2022	End date: 16 April 2022	Type of engagement <input checked="" type="checkbox"/> Individual Contractor Full-Time	Duration: 3 months Total working days: 60 No. days/month: 20
Purpose of Activity/Assignment: <p>This consultancy is to provide support to the Research Facilitation & Knowledge Management (RFKM) team's work on research facilitation and knowledge management activities related to children with disabilities. The objective is to support development of a children with disabilities- focused microsite on the UNICEF Innocenti website, harnessing and showcasing disability research and evidence-related products, lessons and key advocacy messages relating to children from across UNICEF. This is to feed into UNICEF advocacy messaging regarding children with disabilities at the forthcoming Global Disability Summit to be held in mid-February 2022 and beyond.</p>			
Scope of Work: <p>The consultant will be required to undertake three related activities to provide supplementary capacity to the work of the Disability team within UNICEF's Programme Group (PG Disability) and the Research Facilitation & Knowledge Management (RFKM) team at UNICEF's Office of Research-Innocenti (UNICEF Innocenti):</p> <ul style="list-style-type: none"> In collaboration with the UNICEF-Innocenti Communications team, conceptualize, source, update and curate content for the proposed UNICEF Children With Disabilities externally-facing microsite and the internal PG Disability and UNICEF Innocenti SharePoint sites (50%) Provide thematic advisory support on children with disabilities to support finalization, publication, promotion and key messaging arising from the forthcoming UNICEF Innocenti Evidence Gap Map on Children with Disabilities. Liaise with key UNICEF partners to jointly advocate and mobilize resources for a Global Research Agenda on Children with Disabilities, based upon the emerging evidence gaps. (25%) Working with the PG Disability team, support conceptualization and design of a UNICEF-wide stocktaking exercise of disability-related research and evidence products on children with disabilities, produced over the period of the last Strategic Plan 2018-2021, as well as planned products for the forthcoming Strategic Plan (2022-2025). This could include a potential quality appraisal system as well as an assessment of impact to date. (25%) 			
Background <p>The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does. The leave no one behind principle of the SDGs and UNICEF's equity agenda translates this commitment on children's rights into action. For UNICEF, equity means that all children have an opportunity to survive, develop and reach their full potential, without discrimination.</p> <p>The number of children with disabilities globally is estimated at almost 240 million. The United Nations Disability Inclusion Strategy (UNDIS), launched by the UN Secretary General in June 2019, provides a common framework for UNICEF and other UN entities to measure progress towards the SDGs and UNICEF's equity agenda. UNICEF is committed to mainstream disability in all areas of its work, strengthening policies, programmes and practices to be disability inclusive. Participation of children and youth with and without disabilities is critical to everything UNICEF</p>			

does.

Both the Convention on the Rights of Persons with Disabilities (CRPD) and Convention on the Rights of the Child (CRC) Committees have pointed out the lack of disaggregated data and research, and expressed concern over the lack of information on the situation of children with disabilities, thus calling for studies on their situation including access to services and support.

UNICEF's Office of Research - Innocenti is looking for an experienced full-time consultant to support our knowledge management work on children with disabilities for a period of 3 months. The position is in the Research Facilitation and Knowledge Management (RFKM) team of the UNICEF Office of Research – Innocenti (UNICEF-Innocenti) but this role will also involve close consultation with the Disability team within the UNICEF Programme Group, the UNICEF-Innocenti Communications team and other UNICEF country/regional offices and HQ units involved in the production of evidence on and with children with disabilities.

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 consultancy is located plays a leading role in building a knowledge culture across UNICEF and partners by providing essential guidance, tools and facilitation to strengthen generation, communication and use of evidence in decision-making.

Objectives

The consultant will be expected to support the Chief, Research Facilitation & Knowledge Management in delivery of the following activities:

1. **Conceptualize, source, update and curate content for a UNICEF microsite showcasing UNICEF-generated evidence on Children With Disabilities (50%).**

UNICEF Innocenti is collaborating with the Disability team in UNICEF's Programme Group to enhance visibility of UNICEF's evidence generation work related to children with disabilities to improve advocacy, lesson-learning and resource mobilization. The Consultant will support and be responsible for:

- Working with UNICEF-Innocenti Communications team and PG Disability, conceptualize and develop a design and knowledge management plan for the microsite, including links to ongoing population of the PG Disability and UNICEF-Innocenti internal Sharepoint pages.
 - Sourcing and quality assuring potential content from across relevant UNICEF HQ divisions, regional and country offices and ensuring synergies with sites such including [Centre of Excellence on Data for Children with Disabilities - UNICEF DATA](#) and [Children with disabilities | UNICEF](#)
 - Systematically identifying new and emerging quality content for the microsite to ensure regular updating and curation to highlight key advocacy messaging, including for UNICEF-Innocenti social media channels.
2. **Provide thematic advisory support on children with disabilities to support finalization of the forthcoming UNICEF Innocenti Evidence Gap Map on Children with Disabilities (25%).**

In 2021, UNICEF Innocenti, PG Disability and the International Disability Alliance (IDA) began a collaboration to produce an evidence and gap map (EGM) documenting and analysing the state of the evidence on children with disabilities in low and middle-income countries. Upon completion in early 2022, findings will feed into a process led by PG Disability, UNICEF Innocenti and international partners to establish a global research agenda for children with disabilities. This aims to support accelerated delivery of the [child and adolescent focused SDGs](#) and revised [Core Commitments to Children](#), as well as to frame research and evidence generation activities to align to UNICEF's broader disability programming and advocacy agenda. The Consultant will support and be responsible for:

- Acting as the subject matter expert on children with disabilities to support finalization, publication, promotion and key messaging arising from the forthcoming EGM.
- Liaising with key UNICEF colleague and partners to jointly advocate and mobilize resources for a Global Research Agenda on Children with Disabilities, based upon the emerging evidence gaps.
- Supporting participatory feedback and consultations on the EGM findings with relevant stakeholders, including ethical inclusion of children with disabilities and their representatives.

3. Support conceptualization and design of a UNICEF-wide stocktaking exercise of disability-related research and evidence products on children with disabilities (25%)

Despite increasing global interest and attention being given to the area of children with disabilities in recent years and subsequent increasing UNICEF investment in this area, a systematic stocktake of UNICEF's evidence investments to date has not yet been undertaken. The Consultant will support and be responsible for:

- Working with RFKM and PG Disability colleagues, supporting conceptualization and design of a UNICEF-wide stocktaking exercise of disability-related research and evidence products on children with disabilities. This should include content produced over the period of the last Strategic Plan 2018-2021, as well as planned products for the forthcoming Strategic Plan (2022-2025).
- Scoping of additional options to include potential quality appraisal, as well as a retrospective assessment of impact to date should also be considered.
- Developing a simple database or similar knowledge management tool to collate relevant evidence and enable easy retrieval of information, ensuring cross-population with UNICEF's EISI tool as appropriate.

Deliverables

- Disability microsite created and populated on the Innocent website (due 15 Feb)
- Subject matter inputs to disability EGM delivered and EGM promoted (due 15 March)
- Scoping report on UNICEF disability stocktaking delivered (due 15 April)

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

Enter Disciplines:

Social Sciences, Political Sciences, Disability, Research, Evaluation, Knowledge Management, Ethics, Humanitarian, Advocacy

Knowledge/Expertise/Skills required:

- A minimum of 7 years of relevant work experience in research, research facilitation, knowledge management, evidence-informed advocacy, research impact, ethics or another related area.
- Demonstrated background in evidence generation, communication and use on the topic of children with disabilities in humanitarian and development context.
- Excellent professional relationships and international networks across the disability sector, ideally amongst relevant communities of practice working on children with disabilities specifically.
- Knowledge of relevant ethical and accessibility standards for ensuring equitable availability and access to online and offline content by persons with disabilities, including experience in running participatory consultations.
- Demonstrable knowledge of relevant international legislation and normative guidance in the area of disability and social inclusion.
- Experience in resource mobilization and knowledge of relevant funding partners with an interest in the topic of disability and social inclusion.
- Excellent project management and time management skills, including experience of working in a multi-cultural context
- Skills in simplifying complex scientific writing for communication and advocacy messaging to general audiences

- Knowledge of UNICEF and of relevant parts of the organization working in the area of children with disabilities is considered an advantage, but not essential.
- 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.

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.

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 in the application portal.

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