

Individual Contractor: Technical Project Manager (FULL TIME) - Open to Indian Nationals only

Duty Station: New Delhi

Contract Duration: 09 months (full-time), spread over the period September 2021 to November 2022

Closing Date: 27th August 2021

1. BACKGROUND / RATIONALE

1.1 Though the Covid-19 pandemic starting in March 2020 has affected almost all families, yet the marginalized and vulnerable communities are affected the most, in a multi-dimensional way. This is now widely founded through several studies that the pandemic related lockdowns not only led to loss of job and business losses, marginal families faced decline in their economic conditions and decline in income of the families and rising debt burden. Similarly, it is well established that the families, engaged in seasonal and casual employment, cross border small trade and business and hawking etc with no stable income source are yet to recover. Interestingly, the effect of pandemic situation that started in March 2020, started easing out relatively by December 2020 and it appeared to many that situation would normalize soon and the basic service would get back to a status close to that in pre-pandemic period, including the economic activities. Unfortunately, it did not happen that way, as in fact, pandemic situation, since February 2021 started aggravating due to new COVID virus variant, normally stated as second wave. The pandemic engulfed almost all states and UTs with more infection and high mortality, as people had started easing the COVID coping mechanism and lack of adequate hospital and medicine availability.

1.2 Effective management of the pandemic depends on risk communication and people's knowledge, attitudes, behaviours, and practices about prevention. While the general population did feel the need for a vaccine for 'safety' reasons, evidence shows that acceptance of the vaccine is not yet full. **Thus, on the evidence angle, to have insight into the impact due to second wave of pandemic, and for its effective management, not much is known, except for anecdotal information from the media. This is resulting in a decision to undertake another community monitoring of the situation, called CBM 2.0.** Like CBM 1.0, it is proposed to have a cohort based longitudinal design. Data collection and other associated activities of social mobilization would be done in 3 rounds. Each round would be of 6 months.

2. PURPOSE OF ASSIGNMENT

Broadly there are two results areas of CBM 2.0:

- Results Area -I: Evidence gathering from community to assess the situation across multiple sectors
- Results Area -II: Engaging with community Volunteers for social mobilization of Social Protection schemes and programmes and COVID related knowledge, attitude, hesitancy etc.

Total project period: September 2021 to December 2022.

Geographic coverage: 20 districts in 10 states, as follows:

S.No.	State	District selected for Rural	District selected for Urban	Number of districts
1	Assam	Baksa	Dibrugarh	2
2	Tripura	Dhalai	Agartala	2
3	Mizoram	Mamit	Aizwal	2
4	Uttar Pradesh	Shravasti	Moradabad	2
5	Bihar	Sitamarhi, Purina		2
6	Madhya Pradesh	Shivpuri	Bhopal	2
7	Jharkhand	West Singbhum	Ranchi	2
8	Chhattisgarh	Bastar	Raipur	2
9	Telangana	Khammam	Hyderabad	2

10	Gujarat	Narmada	Ahmadabad	2
	10 states	11 Rural districts	9 Urban districts	Total 20 districts

For this study, Open Data Kit¹ (ODK) will be used for data collection. ODK is widely used in low resource settings for real-time monitoring (RTM) purposes in several sectors like health, immunization, civil registration, disaster and emergency and regular monitoring. UNICEF will use ODK as a service (PaaS) from its global provider ONA² through an enterprise subscription. The platform is quite easy to use, flexible, efficient in terms of cost. It could use mobile phone or internet enabled web browser to administer questions to the targeted respondents.

To support this study, UNICEF intends to hire a Technical Project Manager with the key objectives to provide project management including data collection support and coordination with all stakeholders for this technology driven study.

3. OBJECTIVE/S

The Technical Project Manager will provide project management support for each of the three rounds, the schedule for which is approximately described below. The support will include coordination with all relevant stakeholders for questionnaires, data collection, capacity building, data analysis, etc. for this technology driven study.

Round	Period
First round	August 2021 to January 2022
Second Round	February 2022 - July 2022
Third Round	July 2022 - December 2022

4. MAJOR TASKS TO BE ACCOMPLISHED

Total time of engagement would be of 9 months, in the total duration of the project (August 2021 to December 2022), however, the engagement would not be continuous. Engagement would be in three different time slots, as defined below. These are broadly tentative and may vary slightly, depending on the progress of the project.

Round of study	Tentative period of engagement	Duration of engagement
First round	Mid September – Mid December, 2021	3 months
Second Round	April-June, 2022	3 months
Third Round	Sept-November, 2022	3 months
Total engagement of Technical project manager		9 months

Scope of work will include the following:

- i. Project management, technical support and reporting for planning, development, and implementation of the CBM 2.0 assessment study; for the core team in UNICEF, CSEI and its CSO team in 20 districts and T4D
- ii. Support Design, review and finalize the questionnaires in discussion with programme teams;
- iii. Support in troubleshooting of online apps and dashboards used in the project
- iv. Work closely with the technical team, especially T4D and SPME to setup the questionnaire communication flows and dashboard using ODK and Power BI (or other data analysis / visualization tools)
- v. Coordinate translation of the questionnaire in different local languages and ensuring its flow on the survey App
- vi. Coordination and support technical training on survey app for CSOs and CSVs and facilitate and impart training;

¹ <https://getodk.org/>

² <https://company.ona.io/products/ona-data/features/>

- vii. Closely monitor data collection activity on daily basis and report on technology platform to entire team including the CSO partners to ensure higher response rates, keeping time dimension in mind;
 - viii. Work in close coordination with SPME and T4D sections for overall smooth functioning of the projects, for specified time period, in 3 rounds of data collection.
 - ix. Provide technical support for data collection, validation and analysis wherever required;
- UNICEF is also in the process of hiring a technical team that will design the actual questionnaires on ODK and prepare daily dashboards using Power BI for this project. The Project Manager will work with this technical team to prepare the deliverables.

5. DELIVERABLES AND DEADLINES

S. No.	Major Task	Deliverable	Specific delivery date/deadline for completion of deliverable	Estimated travel required for completion of deliverable
1	Project management support for planning, development and implementation of the assessment study	Project management plan with work breakdown, timelines, resources and risks management Document on stakeholder management strategy and process Monthly / phase wise project report - including activity status, risk status Minutes of meetings and updates from stakeholder interactions.	Ongoing during each round	NA
2	Design, review and finalize the questionnaires in discussion with programme team	Finalised questionnaire in English, Hindi as well as other regional languages. Voice recording for the questionnaires	Ongoing for each round Ongoing for each round phases	NA
3	Coordinate development of questionnaire communication flows and dashboard using ODK and PowerBI (other data analysis / visualization tools)	Questionnaires Flow setup Finalize the output indicators for dashboard with the programme team and get it developed	Ongoing for each round	NA
4	Engagement and training of CSOs and CSVs on questionnaire for all states	CSOs and CSVs List organised for the System Training content (small videos, images, digital posters developed in-house)	Ongoing for each round	NA

		Training of CSVs and training reports submitted		
5	Round 1 of Data Collection, cleaning, analysis and reporting	Monthly Data Results Report	Mid September – Mid December, 2021	NA
6	Round 2 of Data Collection, cleaning, analysis and reporting	Monthly Data Results Report	April-June, 2022	NA
7	Support SPME section in preparing final report and dissemination for each round	Overall dashboard for data analysis across all waves Summary report of findings for input to the policy team	Sept-November, 2022	NA

6. DUTY STATION

Delhi

7. OFFICIAL TRAVEL INVOLVED (ITINERARY AND DURATION)

None

8. ESTIMATED DURATION OF CONTRACT (FULL TIME)

Nine months spread over the period mid September 2021 – 30th November 2022, as mentioned in table below:

First round	Mid-September –Mid-December, 2021	3 months
Second Round	April- June 2022	3 months
Third Round	September-November, 2022	3 months

9. QUALIFICATIONS / SPECIALIZED KNOWLEDGE / EXPERIENCE/ COMPETENCIES

(CORE/TECHNICAL/FUNCTIONAL) / LANGUAGE SKILLS REQUIRED FOR THE ASSIGNMENT

- Graduate degree in Public Policy / Management / Development Studies or related areas
- A minimum of 5 years of relevant professional experience working on social issues/government policies, especially technology-based solutions in development context;
- Proven project management capability;
- Hand on strong work experience on technology platforms like ODK, Google forms, cloud, pivots, system integration, power BI or any dashboard development visualization and hands-on experience with data systems management / data analytics and visualization;
- Excellent written and presentation communication skills in English;
- Ability to engage with a wide range of people, including government partners, academic centres, formal and in-formal networks and collectives, NGOs/CSOs and technical experts if required to collate all relevant information
- Proven excellent analytical, report writing and organizational skills;
- Institutional knowledge of the UN including UNICEF is desirable;
- Creativity in presentation of information to relevant stakeholders

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

S. No.	Criteria	Maximum	Minimum
Stage-I	(1) Relevant Education Qualifications	10	7
	(2) Relevant work experience	25	17

	Candidates who score overall 24 marks and above as well as the minimum marks in each of the criteria (1) and (2) will be shortlisted for Interview		
Stage-II	Interview	35	25
	Total technical score (A)	70	49
Stage-III	Financial (B)	30	

- Candidates scoring overall 49 out of 70 marks in Technical evaluation (A) as well as the minimum marks in each of the technical criteria will be considered technically qualified and their financial offers will be opened.
- Candidate receiving maximum score after combining their Technical Score(A) and Financial score (B) will be selected.

11. PAYMENT SCHEDULE

Monthly fee to be paid against receipt and acceptance of specific monthly deliverables and monthly progress report.

HOW TO APPLY:

The application to be submitted through the online portal should contain three separate attachments:

- A Cover letter explaining how you would fit the role **(to be uploaded online under “Cover Letter” tab)**
- Curriculum Vitae (CV) **(to be uploaded online under “Resume” tab)**
- A financial proposal indicating all-inclusive monthly professional fee and other expenses 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 3 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:

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