**TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS**

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| **National Consultancy:** Assessment on Child and Adolescent-related Road Safety. | **Funding Code:**  N/A | **Type of engagement:**  Individual Consultant | **Duty Station:**  Phnom Penh, Cambodia |
| **Purpose of Activity/Assignment:**  The purpose of this assessment is to seek better understanding of child- and adolescent-related road safety in Cambodia. The assessment will cover two areas - policy land scape analysis and a small-scale survey.   1. Desk review to analyse current standing of road safety policies, regulations, strategic plans, mechanisms, programmes, or other interventions related to children and adolescents. The analysis will also assess the sufficiency or the lack thereof, and their implementation or enforcement. 2. A small-scale baseline survey in two target locations (Phnom Penh and Preah Sihanouk province) covering four schools on the knowledge, attitudes, and practices of school community related to child and adolescent road safety. Those school community includes teachers, parents or caregivers, students, local authorities, and those within the school zone vicinity. The survey will also examine the existing road safety infrastructure, engineering, or traffic signs within school zone.   Results from the assessment will inform other interventions that follow in the Safer Roads for Children initiative. | | | |
| **Scope of Work:**  Road injury is the top leading cause of deaths among young people in the 10-29 age group in Cambodia in 2019 for both girls and boys – according to World Health Organization (WHO)[[1]](#footnote-2) with the 20-24 years old age group has the highest deaths of 30.94 per 100,000 population[[2]](#footnote-3), followed by 15-19 years old age group (22.89 deaths per 100,000) and 10-14 years old age group (4.32 deaths per 100,000). For all age groups, road injury is the country’s sixth leading cause of premature deaths. In 2020, there were 3,202 collisions causing 11,789 casualties (1,794 fatalities and 3,652 serious injuries)[[3]](#footnote-4) and according to National Police Commissariat, in 2022, there are 2,976 road crashes causing 1,709 deaths and 4,026 injuries, roughly about 5 persons killed by road crashes each day. While the population has grown more than 23% between 2009 and 2020, the number of fatalities caused by road crashes has almost doubled over the same period of time, according to Road Crash Victims Information System (RCVIS), 2020. At the same time, the number of registered motor vehicles has increased by 379.1% and 85% of which are motorbikes (RCVIS, 2020, p.7) which are the main transport that engaged in road traffic crashes.  Road traffic injuries, in sum, cause tremendous and prolonged impacts for individual victims, families and the country’s economy as a whole and the situation will only get worse if without concerted and sustained efforts at all levels. In 2020, road traffic injuries are responsible for the economic costs of USD379.2 million (1.5% of 2020 GDP)[[4]](#footnote-5). UNDP’s estimate of economic burden of road traffic crashes found that in 2019 they cost Cambodia USD466.8 million (1.7% of annual GDP)[[5]](#footnote-6).  The Royal Government of Cambodia has reflected on the issue of road safety in localized CSDGs, National Strategic Development Plan 2019-2023, and a number of policies and regulations such as Law on Road Traffic (amended in 2017) to promote road safety. One of the most recent ones is Policy on Safe Village-Commune-Sangkat, adopted in January 2021, in which communes/sangkats are entrusted to help promote road safety in their locations.  Given the criticality of the prevailing road crashes, UNICEF, with funding support from Michelin, initiates Safer Road for Children (SRC) to contribute to existing efforts by the government and partners to reduce road crashes and injuries.  The assignment has two components:   1. Desk Review: To review road safety instruments currently in-effect including policies, laws, regulations, strategic plans, measures, programmes, resources, mechanisms,) and their implementation/ enforcements. The analysis[[6]](#footnote-7) shall assess how child-focused their contents are, their sufficiency or the gap. 2. Small-Scale Survey: To collect and analyse baseline data from primary sources of four school communities: two schools in Phnom Penh and two in Preah Sihanouk province. The survey focuses on knowledge, attitudes, practices (KAP), risk factors, and aspirations on road safety of the school community, including teachers, students, and parents/caregivers, local authorities, and other relevant community people within the school vicinity or zone. Road safety-related infrastructure, engineering, and traffic signs within the school zone, as well as existing school leadership on child road safety, shall be assessed as part of this survey. Finally, the survey and policy analysis above shall lead to actionable recommendations that are in line with the government strategic plan or directions. | | | |
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| **Child Safeguarding**  Is this project/assignment considered as “[Elevated Risk Role](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/DocumentLibrary1/Guidance%20on%20Identifying%20Elevated%20Risk%20Roles_finalversion.pdf?CT=1590792470221&OR=ItemsView)” from a child safeguarding perspective?       YES       NO     If YES, check all that apply:     **Direct contact role** YES       NO   If yes, please indicate the number of hours/months of direct interpersonal contact with children, or work in their immediately physical proximity, with limited supervision by a more senior member of personnel:     |  | | --- | |  |   **Child data role** YES      NO   If yes, please indicate the number of hours/months of manipulating or transmitting personal-identifiable information of children (name, national ID, location data, photos):     |  | | --- | |  |   More information is available in the [Child Safeguarding SharePoint](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/SitePages/Amendments-to-the-Recruitment-Guidance.aspx) and [Child Safeguarding FAQs and Updates](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/DocumentLibrary1/Child%20Safeguarding%20FAQs%20and%20Updates%20Dec%202020.pdf) | | | |

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| **Deliverables/Outputs** | **Work Assignments Overview** | **Delivery deadline** | **Estimated Budget** |
| Deliverable 1: Inception Report | Come up with clear work-plan articulating key activities with timelines, milestones of consultancy progress, guiding questions and analysis frame for desk review[[7]](#footnote-8), methodology, sampling, questionnaire, list of key documents, key informants, methodologies, proposed report structure, and other arrangements. The consultant shall submit draft Inception Report in narrative and Power Point presentation for discussion before submission the finalized version. (5 working days) | 2 weeks after signing contract.  (15 September) | 10% |
| Deliverable 2: Draft Desk Review Report | The report analyses the child-focus contents of road safety instruments currently in-effect including policies, laws, regulations, strategic plans, measures, programmes, resources, mechanisms, and their implementation/enforcements. The analysis[[8]](#footnote-9) shall focus on how child focused they are, the sufficiency or gap. The report shall be about 12 pages in length in English. (10 working days) | 6 weeks from signing the contract. (15 October) | 21% |
| Deliverable 3: Completion of data collection. | Preparation of for KAP survey including detailed arrangements for fieldwork and completion of survey data collection. (15 working days) | 9 weeks after signing contract (6 November) | 31% |
| Deliverable 4: Draft report & presentation | Draft combined report of desk review and survey analysis together with presentation. The report shall be between 25 and 50 pages in English for the narrative and about 20 slides for Power Point and shall be submitted for reviews by UNICEF. (10 working days) | 11 weeks after signing contract (18 November) | 21% |
| Deliverable 5: Final Report & presentation | Final report combines desk review and survey analysis parts and follows the agreed report structure. The report comes in two forms: the narrative is between 25 to 50 pages in English for and the Power Point presentation has 20 slides or so. The final report shall include actionable recommendations from both desk review and the survey. (8 working days) | 14 weeks after signing contract (2 December) | 17% |
| **Total** | **48 working days** |  | **100%** |

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| **Budget Year:**  2023-2024 | **Requesting Section/Issuing Office:**  Policy and Public Finance for Children (PPF4C), UNICEF Cambodia | | **Reasons why consultancy cannot be done by staff:**  This is a specific assignment that requires both desk review and data collection from primary sources which has to be completed within a short period of time. The staff is unable to commit full time outside the routine work in the office. | | |
| **Consultant sourcing:**  National  International  Both  **Competitive Selection:**  Advertisement  Roster  **Single Source Selection**  (Emergency - Director’s approval) | | | | **Request for:**  New Individual Contract | |
| **Supervisor:** Erna Ribar  Chief, Policy and Public Finance for Children | | **Start Date:**  01 September 2023 | | | **End Date:**  15 December 2023 |

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| **Minimum Qualifications required\*:**  Bachelors  Masters  PhD  Other  Enter Disciplines  University degree in social sciences, economics, public policy, public administration, urban planning/development, international development, and other related fields. | **Knowledge/Expertise/Skills required \*:**   * At least 3 years or more of professional experience related to road safety, urban planning/ development, research studies, strategic planning, governance, programme management. * Experience in programmes or consultancies related to road safety or research studies. * Knowledge of laws, regulations, measures, programmes, stakeholders related to road safety. * Experience in working on child rights is an asset. * Demonstrated experience in equity focus, with gender sensitivity. * Demonstrated excellent report writing skills. * Demonstrated ability to work in a multicultural environment, with high command of English.  Strong technical expertise in research studies, data collection and analysis both quantitative and qualitative, report writing and presentation.  * Excellent coordination and facilitation skills. * Strong analytical skills, including skills in synthesis and drawing conclusions from qualitative information. * Good knowledge of monitoring and evaluation (M&E).   Competencies Excellent communication, including presentation and facilitation skills.  * Ability to work across societal divides and hierarchies (working with people) * Ability to analyse qualitative information drawn from various sources. * Ability to work under pressure and/or tight deadlines (drive for results)   Languages   * Native in Khmer with high command of English. |

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| **Evaluation Criteria (This will be used for the** [**Selection Report**](https://unicef.sharepoint.com/:x:/r/sites/DHR/_layouts/15/Doc.aspx?sourcedoc=%7B86E327DF-70C8-4D8F-AC97-D7616AC383E4%7D&file=Selection%20Report%20Template.xlsx&action=default&mobileredirect=true) **(for clarification see** [**Guidance)**](https://unicef.sharepoint.com/:w:/r/sites/DHR/_layouts/15/Doc.aspx?sourcedoc=%7BB3E3517A-8BBF-4368-90FE-7DBCD31544EA%7D&file=Guidance%20on%20Completing%20the%20Selection%20Matrix%20for%20Consultants%20and%20Individual%20Contractors.docx&action=default&mobileredirect=true)   1. Technical Qualification (100 points): Weight 70%. This part contains a cover letter, updated CV or resume, and copies of 2 relevant performance evaluation reports or references of similar consultancy assignments conducted by the consultant.  * Relevant Education Degree (20 points) * Knowledge of road safety, research studies, data analysis including qualitative (30 points) * Experience in similar work or consultancies (30 points) * Quality of past work (e.g., understanding, methodology) (20 points)  1. Financial Proposal (100 points): Weight 30%. This should be inclusive of:  * Consultancy daily/monthly fee * Medical insurance for the entire duration of the contract. * In-country travel for up to 6 days to Preah Sihanouk province, per-diem to cover lodging, meals and any other cost associated to take over the full assignment (as reference to the travel requirement) * Transportation for field visit (if applicable) * Miscellaneous (if any)   Please refer to Annex 1 for Financial Proposal template.  The maximum number of points shall be allotted to the lowest Financial Proposal that is opened /evaluated and compared among those technical qualified candidates who have attained a minimum 65 points score in the technical evaluation. Other Financial Proposals will receive points in inverse proportion to the lowest price.  The Contract shall be awarded to candidate obtaining the highest combined technical and financial scores,  subject to the satisfactory result of the verification interview when needed and reference checks. | |
| **Administrative details:**  Visa assistance required:  Home Based  Office Based: | **If office based,** seating arrangement identified:  IT and Communication equipment required:  Internet access required: |
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Costs indicated are estimated. Final rate 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 lump sum travel 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

1. Global Health Estimates: Leading Causes of Deaths. https://www.who.int/data/gho/data/themes/mortality-and-global-health-estimates/ghe-leading-causes-of-death. Rates of deaths differ by age groups: 1-4 years old: 2.98 deaths per 100,000 population; 5-9 years old: 6.14 deaths; 10-14 years old: 4.32 deaths; 15-19 years old: 22.89 deaths; 20-24 years old: 30.94 deaths and 25-29 years old: 22.42 deaths. [↑](#footnote-ref-2)
2. For RCVIS 2020, 15-39 years old group has higher rates of fatalities – of which 20-24 years old has the highest rates of fatalities. [↑](#footnote-ref-3)
3. National Road Safety Committee: Summary Report – Road Crashes and Casualties in Cambodia, RCVIS, 2020. [↑](#footnote-ref-4)
4. National Road Safety Committee: Summary Report – Road Crashes and Casualties in Cambodia, RCVIS, 2020, p.9. [↑](#footnote-ref-5)
5. Road Traffic Accidents in Cambodia. UNDP, 2022. page 3 [↑](#footnote-ref-6)
6. Which shall cover contents, enforcements, and mechanisms. [↑](#footnote-ref-7)
7. Refer to UNCEF Child and Adolescent Road Safety Technical Guidelines, 2022 (page 60) [↑](#footnote-ref-8)
8. Which shall cover contents, enforcements, and mechanisms. [↑](#footnote-ref-9)