

TERMS OF REFERENCE

Consultant – To develop a strategy and guidance document on equity-based programming (open to National Consultants only) – Re-advertisement

Duty Station: New Delhi

Contract Duration: 4 months

Closing Date: 08 January 2024

1. Purpose of Activity/Assignment:

The purpose of this consultancy is to support Evidence section in the development of guidance on equity-based programming, drawing on the lessons from the past few country programme cycles, and document some good case examples of UNICEF's work at national level, across different sectors, as well as across the 13 different field offices.

2. Scope of Work:

UNICEF is committed to the central role of research, evaluation and knowledge management in results-based management, and continually seeks to strengthen the evidence and data function with a view to supporting programming. While furthering accountability towards governments, donors and other partners, data and evidence can yield lessons that will further enhance UNICEF's contribution to development and the lives of children across the world and in India, especially the most vulnerable.

A key component of the present Country Programme 2023-2027, which is currently almost completing its first year, is a focus on gender and equity-based programming. With the development gains India has made in the past decade, there is a need to re-double the focus on reaching the most vulnerable children and their families, those who are often the most difficult to include in critical child welfare programmes. To be able to do this, data and evidence plays a critical role, including identifying those who are 'left out' and why, what works and what doesn't work to reach them.

UNICEF India has recently developed its own Evidence Strategy, in which evidence and equity are both positioned as a key strategic priority for the Country Programme 2023-2027. A new Evidence for Children section within UNICEF India has been created to be able to provide the strategic direction and leadership on evidence agenda for children. While equity is embedded in all of UNICEF India's priorities and sectors, given the important role of evidence in equity-based programming, this agenda has been anchored with the Evidence Section.

At the previous senior management meeting, it was decided that UNICEF should develop a strategy and guidance document on equity-based programming for the Country Programme 2023-2027, which should be informed by what UNICEF India has learned over the past 10 years of increasingly focusing on equity.

The objective of this consultancy is to support the Evidence section to work toward achieving the following outcomes:

- a. Establish a common conceptual framework, shared language, and approach to equity-based programming for UNICEF India, in line with UNICEF's global guidance as well as India's current development context.
- b. Articulate some key guiding principles and actions for all of UNICEF India's programming, at national and state-level, tailored to specific programmatic and state contexts, with a key focus on reflecting localized needs.
- c. Summarize UNICEF's key learnings about equity-based programming in India so far, across different sectors and state contexts – both what worked and what did not work.

- d. Propose 8-10 strategic actions for UNICEF to undertake for the remainder of the Country Programme to ensure that equity considerations are embedded in all aspects of UNICEF's programming in India.

The specific tasks of this consultancy will be:

- a) Undertake a brief desk review of existing evidence and data (internal to UNICEF and externally) to identify who the most vulnerable children are in India and what sort of interventions work (and do not work) to address their vulnerabilities.
- b) Through a desk review and internal consultations, review what the key lessons have been for UNICEF in terms of equity-based programming over the past 10 years. This may require 10-12 key informant interviews, with a range of different staff members with institutional memory of UNICEF programming in India over the past years. The focus is expected to be on all aspects of programming and operations, including staff knowledge, capacity, internal processes, partnerships, funding/resources, data and evidence, etc.
- c) Through a desk review and internal consultations, identify and develop 12-15 brief case studies of good/strong equity-based programming within UNICEF programming over the past 10 years. It is expected that case studies will be written up as 1-2 pagers, and that there will be some degree of analysis across cases to distill key insights of what UNICEF's approach has been and what has worked for its programming
- d) Through a series of consultations internally with UNICEF colleagues, develop a framework for equity-based programming for UNICEF India, which articulates UNICEF's overall definition, approach and priorities, as well as sector/programme-level and state-level approaches and priorities.
- e) Based on all the above activities, develop a brief recommendations/action plan document to guide UNICEF India's current Country Programme 2023-2027 on equity
- f) Produce a consolidated report capturing the above and undertake 2-3 consultations (with support of a consolidated presentation) to validate the framework, approach and recommendations proposed. It is also expected that the consultant will work with the Evidence section and a designer to produce a brief visual product drawing on the insights. This will help UNICEF communicate externally, with partners.

Note that the scope of the assignment will not focus very heavily on gender, as one of the dimensions of equity. This is because there has already been considerable internal reflection and documentation regarding UNICEF's gender transformative programming. Nevertheless, it is expected that gender will be covered to some extent in the analysis, especially where it intersects with other drivers of inequity.

2. DELIVERABLES AND DEADLINES

Work Assignments Overview (Include Major Tasks and Activities)	Deliverables/Outputs	Timeline/Date for submission of Deliverable
Brief desk review of existing evidence and data	PowerPoint presentation of key insights from desk review	05 Feb 2024

Desk review and internal consultations to review what the key lessons have been for UNICEF in terms of equity-based programming over the past 10 years	PowerPoint presentation of key insights from the desk review and internal consultations	26 Feb 2024
Develop a framework for equity-based programming for UNICEF India	Draft 10-12-page Word document outlining the key strategic framework and approach	26 Feb 2024
Develop brief case studies (12 to 15 nos.) of good/strong examples of equity-based programming for UNICEF over the past 10 year	12-15X1-2-page Documents/slides for each case study PowerPoint presentation of key insights from an analysis across the case studies	25 Mar 2024
Develop a brief recommendations/ action plan document to guide UNICEF India's current Country Programme 2023-2027 on equity	Draft 3-4-page Word document with key recommendations and/or action plan	03 April 2024
Consolidated report capturing the above, and 2-3 consultations to validate the framework, approach and recommendations	Draft consolidated report, incorporating/synthesizing all the above products Draft PowerPoint presentation to be used for validation consultations Final report and PowerPoint presentation incorporating feedback	12 April 2024 15 May 2024

4. DUTY STATION

New Delhi

5. ESTIMATED DURATION OF CONTRACT

4 months, from 20 January 2024 to 19 May 2024

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

Qualification:

Post-graduate university degree in social sciences, economics, or humanities, or any other relevant discipline; a PhD will be considered an asset.

Experience:

- a) 08-10 years' experience in researching children's and women's issues and rights in India (and internationally)
- b) Excellent and proven analytical and writing skills; ability to communicate complex messages to a lay (non- research) audience; excellent case study documentation skills
- c) Good understanding of different types of evidence, and quality of evidence and data
- d) Familiarity with UN's human rights, UNICEF strategic plan and policies
- e) Strong understanding of the equity in the context of India's development agenda and priorities.
- f) Strong team leadership and management track record and commitment to delivering timely and high-quality strategic and analytical reports

- g) Good interpersonal and communication skills; ability to interact with various stakeholders (including senior level officials) and to concisely express ideas and concepts in written and oral form
- h) Native fluency in spoken and written English
- i) Strong Publication record in peer-reviewed journals is preferred
- j) Ability to work independently and deliver against tight deadlines

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

Technical and Financial ratio is 75:25 (technical proposal-75 points and financial proposal-25 points)

S. No.	Evaluation Criteria	Max. Marks
1.	Qualification: A post-graduate university degree in social sciences, economics, or humanities, or any other relevant discipline; a PhD will be considered an asset.	30
2.	Relevant experience: a) 08-10 years' experience in researching children's and women's issues and rights in India (and internationally) b) Excellent and proven analytical and writing skills; ability to communicate complex messages to a lay (non- research) audience; excellent case study documentation skills c) Good understanding of different types of evidence, and quality of evidence and data d) Familiarity with UN's human rights, UNICEF strategic plan and policies e) Strong understanding of the equity in the context of India's development agenda and priorities. f) Strong team leadership and management track record and commitment to delivering timely and high-quality strategic and analytical reports g) Good interpersonal and communication skills; ability to interact with various stakeholders (including senior level officials) and to concisely express ideas and concepts in written and oral form h) Native fluency in spoken and written English i) Strong Publication record in peer-reviewed journals is preferred j) Ability to work independently and deliver against tight deadlines	45
	Total	75

Note: Candidates who achieve a score of 60 points or higher out of 75 will be considered technically qualified.

8. PAYMENT SCHEDULE

Payment will made on submission and acceptance of 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

9. IMPORTANT NOTES

- 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 leave entitlements and 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. 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.

- The selected candidate is solely responsible to ensure that the health insurance (and visa if applicable) required to perform the duties of the contract are valid for the entire period of the contract. Selected candidates are subject to confirmation of fully vaccinated status against SARS-CoV-2 (Covid-19) with a World Health Organization (WHO)-endorsed vaccine, which must be met prior to taking up the assignment. It does not apply to consultants who will work remotely and are not expected to work on or visit UNICEF premises, programme delivery locations or directly interact with communities UNICEF works with, nor to travel to perform functions for UNICEF for the duration of their consultancy contracts.
- UNICEF offers reasonable accommodation for consultants with disabilities. This may include, for example, accessible software, travel assistance for missions or personal attendants. We encourage you to disclose your disability during your application in case you need reasonable accommodation during the selection process and afterwards in your assignment.

HOW TO APPLY:

The application to be submitted through the online portal and must contain four separate attachments, as follows:

1. A cover letter (max 2 pages) outlining understanding of the scope and activities, motivation to undertake it and demonstrating fit for the assignment **(to be uploaded online under “Cover Letter” tab)**
2. An updated Resume demonstrating all requirements stated above **(to be uploaded online under “Resume” tab)**
3. A financial proposal indicating all-inclusive amount (professional fee + travel cost as applicable) against each of the deliverable, 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 03 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:

UNICEF

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