

### TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS

<b>Title:</b> International consultancy to update the Situation Analysis of Children and Women in Yemen- 2024	<b>Funding Code</b>	<b>Type of engagement</b>  <input checked="" type="checkbox"/> Consultant	<b>Duty Station:</b>  (Homebased)
<b>Purpose of Activity/Assignment:</b> To provide a reference document that will support government, development partners, civil society, private sector actors and other stakeholders pursuing thematic robust analyses of issues that are critical to children and women's rights.			
<p><b>Scope of Work:</b></p> <p>The previous Situation Analysis (SitAn) of children in Yemen was conducted by the Government of Yemen (GoY) and UNICEF in 2014 (GoY et al, 1998a). This was followed in 2018 by a desk review commissioned by UNICEF to provide an update report focusing on several priority areas for children. Similarly, in 2020, in the midst of the current crisis in Yemen, a SitAn was conducted but the usefulness of the findings and recommendations were limited due the lack of nationally representative data. All available data either predated the crisis (e.g., the Demographic and Health Survey (DHS) 2013) or were not nationally representative. Most of the in-depth analyses and publications produced since the onset of the humanitarian crisis (e.g., a regional study on multidimensional poverty in children) were based on outdated data from Yemen.</p> <p>With the successful completion of Multiple Indicator Cluster Survey (MICS) in Yemen in 2023, an up-to-date nationally representative data is now available to inform the situation of children and women, and highlight the progress made on the child-related SDGs. Hence, YCO has a unique opportunity to conduct an evidence based SitAn of children and women in Yemen to inform upcoming planning framework including the next UNSDCF and UNICEF CPD processes. The Situation Analysis will present evidence and highlight opportunities for socially inclusive development. It will unpack and examine the unequal realization of child and women rights and the interrelated role of duty-bearer socio-economic characteristics, urban/rural and intra-urban disparities, gender profiles, geographic locations, and other dimensions institutions. It highlights inequities between groups. This situation analysis should pay special attention to looking at disaggregated data and unpacking national and/or subnational averages. In addition to presenting an analysis of why inequities exist, it presents contextualized recommendations on what could be done by key stakeholders to attain/sustain inclusive social development.</p> <p><b>Specific tasks:</b></p> <ul style="list-style-type: none"> <li>• Desk Review: collection and review available publications which includes MICS 2022-2023 on children and women in Yemen (relevant to the scope &amp; breadth of the SitAn ToRs) through consultations with UNICEF programme sections, field office programme officers and key partners (including authorities in IRG and AA areas, coordination clusters and NGO coordination forums), identify key gaps in the information base and produce a summary of publications relevant for the SitAn with concrete actions for SitAn process to fill in key gaps.</li> </ul>			

- Conceptual and Analytical Framework: this ToR, UNICEF guidelines for SitAn development, UNICEF Global Assessment of SitAn, and consultations with all UNICEF heads of section and heads of field office will be used in to update the conceptual and analytical framework for 2024 Yemen Situation Analysis.
- SitAn Inception Report: preparation of a detailed SitAn Inception Report based on both the output of the desk review and the signed-off conceptual analytical framework which will detail the following:
  - Methodology (tools and process) of the Yemen SitAn.
  - Availability of data sources, clustered by thematic focus areas.
  - Information gap analysis and actions to complete gaps as required by SitAn; and
  - Schedule of activities and timeline for SitAn development and finalization.

The inception report will be presented to Management including Section Chiefs. Once signed-off by Deputy Representative, the consultant will prepare final version for submission as first deliverable.

- Draft SitAn Report: production -based on the outputs from the key component analysis and consultations - of the first draft of the SitAn report and submitted to the Management for feedback.
- SitAn report Validation: organization of and facilitate a participatory workshop with a cross section of stakeholders (participants to be clearly listed in the inception report) to validate the findings of the draft SitAn report. Additionally, the validation workshop will identify and agree upon required and feasible policy briefs based on SitAn recommendations. The output of this workshop will be a validated SitAn draft report with resulting adjustments.
- Final SitAn Report: production of a final SitAn report, integrating inputs from the validation workshop and comments on the first draft, with accompanying background papers and annexes as required to an agreed format.
- SitAn Dissemination Workshop and Launch: preparation of materials for the SitAn dissemination workshop and facilitate the workshop and launch of the SitAn.
- Summary SitAn: production of a summary version of the SitAn on no more than 10 pages

#### Child Safeguarding

Is this project/assignment considered as “[Elevated Risk Role](#)” 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](#) and [Child Safeguarding FAQs and Updates](#)

<b>Budget Year:</b> 2024	<b>Requesting Section/Issuing Office:</b> PMR	
<b>Included in Annual/Rolling Workplan:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No, please justify:		
<b>Consultant sourcing:</b> <input type="checkbox"/> National <input checked="" type="checkbox"/> International <input type="checkbox"/> Both  <b>Competitive Selection:</b> <input checked="" type="checkbox"/> Advertisement <input type="checkbox"/> <input type="checkbox"/> Roster  <b>Single Source Selection</b> <input type="checkbox"/> (Emergency - Director's approval)		<b>Request for:</b> <input type="checkbox"/> New SSA – Individual Contract  <input type="checkbox"/> Extension/ Amendment
<b>If Extension, Justification for extension:</b>  N/A		
<b>Supervisor:</b> Chief PMR	<b>Start Date:</b> 1 <sup>st</sup> August 2024	<b>End Date:</b> 30 <sup>th</sup> November 2024

Work Assignments Overview	Deliverables/Outputs	Delivery deadline	Estimated Budget
Inception report: collection and review available publications including MICS 2022-2023	Inception Report	Sept 2024	10%
Draft SitAn Report:	Draft SitAn report + Annexes	Oct 2024	30%
SitAn final report + Summary report (20 pages)	Final SitAn report	Nov 2024	40%
Dissemination workshop report	Workshop report	Dec 2024	20%

<b>Estimated Consultancy fee</b>			
Travel International (if applicable)			
Travel Local (please include travel plan)			
DSA (if applicable)			
<b>Total estimated consultancy costs<sup>i</sup></b>	\$80,000		
<b>Minimum Qualifications required*:</b> <input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other	<b>Knowledge/Expertise/Skills required *:</b> <ul style="list-style-type: none"> <li>- Possess an advanced degree (master's degree. level preferred) in social sciences, management, health, education, law or development studies, preferably in a university internationally renowned in social sector studies.</li> <li>- At least 8 years of relevant professional experience, for which five years should be in conducting socio-economic analysis.</li> <li>- A very good understanding of children, adolescent, and women issues.</li> <li>- Demonstrate, excellent analytical and report writing skills (sample analytical products will be requested).</li> <li>- Strong coordination skills and ability to adhere to deadlines.</li> <li>- Strong communication and presentation skills.</li> <li>- Excellent writing skills in English language; Good knowledge of Arabic language an advantage.</li> <li>- Relevant work experience in Middle East and North Africa region is an added advantage.</li> <li>- Previous working experience with UNICEF in a similar capacity is an asset.</li> <li>- Specific knowledge of the context in Yemen is an asset.</li> <li>- Other competencies include demonstrated ability to work in a multi-cultural environment and established relationships with national partners.</li> </ul>		
<p>*Minimum requirements to consider candidates for competitive process</p>	<p>*Listed requirements will be used for technical evaluation in the competitive process</p>		
<b>Evaluation Criteria (This will be used for the <a href="#">Selection Report</a> (for clarification see <a href="#">Guidance</a>))</b> A) Technical Evaluation (e.g. maximum 75 Points)      B) Financial Proposal (e.g. maximum of 25 Points)			
<b>-Relevant education background</b> <b>- Relevant professional experience in conducting socio-economic analysis</b> <b>- Detailed methodology</b>			
<b>Administrative details:</b>  Visa assistance required: <input type="checkbox"/>  <input checked="" type="checkbox"/> Home Based <input type="checkbox"/> Office Based:		<b>If office based, seating arrangement identified:</b> <input type="checkbox"/> IT and Communication equipment required: <input type="checkbox"/> Internet access required: <input type="checkbox"/>	

<b>Request Authorised by Section Head</b>	<b>Request Verified by HR:</b>
<i>Approval of Chief of Operations (if Operations):</i>  	<i>Approval of Deputy Representative (if Programme)</i>  
<i>Representative (in case of single sourcing/or if not listed in Annual Workplan)</i>  	

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

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