

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

**Title:** **National consultancy to support the diagnostic assessment and strategic planning of data and evidence in view of the Sustainable Development Goals and child rights commitments at national and subnational levels in Tajikistan**

**Type of engagement Included in Annual Workplan:**

**Consultant**  **Yes**

**Individual Contractor  No, please justify:**

**Consultant sourcing:  National  International  Both**

|  |  |  |
| --- | --- | --- |
| **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):   |  | | --- | | *The consultant may be exposed to datasets on children under the supervision of the respective authority (e.g focal points at Tajstat, or line ministries) – max 4 hours.* | |

**DUTY STATION/DURATION:**

*Estimated duration: (30 working days from 30 June till 30 November, 2022)*

*Duty station: Dushanbe*

*On-site working days: up to 20 days*

*Off-site working days: up to 10 days (remote)*

*Supervisor: M&E Specialist/Child Rights Monitoring*

*Reporting to: M&E Specialist Child Rights Monitoring*

**BACKGROUND**

In 2016 the Government of Tajikistan has committed to nationalize and implement 17 Sustainable Development Goals (SDGs) and developed the National Development Strategy for the period up to 2030 (NDS). Based on the lessons learned it is acknowledged that solving many challenges at the subnational level may have a significant impact on reaching the SDGs by the country. In recent years the country made significant efforts to integrate child-related SDG commitments into strategic planning documents at national and sub-national levels. However, there still is a deficit of supply, demand and use of data needed to monitor the child-related SDG indicators and to understand the nuances of children’s situations through the lens of gender, age, disability status, and ethnicity. There is a space for establishing linkages between resource allocation with national priorities and strengthening public finance for children based on data generation and analysis. There is a growing demand for quality disaggregated data for monitoring the performance of SDGs at district level that could influence a more balanced and equitable allocation of resources.

The 2017 Concluding Observations of the UN Committee on the Rights of the Child to Tajikistan highlight the need for improving collection of disaggregated data on children and its use for designing targeted policies. The National Strategy for the Development of Statistics until 2030 indicates statistics on children as one of priority areas for improving volume and quality of data. Over the last several years UNICEF Tajikistan has been supporting the Agency on Statistics of the Republic of Tajikistan (Tajstat) in enhancing national statistical capacity to collect and analyse data on child related SDGs and children's vulnerabilities through two year rolling joint workplans. The SDG localization and improvement of quality and use of enormous administrative data related to children remains one of the key priority areas. There is also a need to assess the availability and quality of child related data ecosystems including administrative data to identify opportunities and gaps for evidence-based planning and budgeting in view of the SDGs and child rights commitments.

**PURPOSE**

This assignment aims to provide technical support in a diagnostic assessment of the data for children landscape in the country and develop a strategic Data for Children Action Plan for the best data investments on children for the coming four years. The diagnostic assessment of data ecosystem will examine demand, supply and use of data to identify gaps and needs for capacity development, and opportunities for translating data potential into results for children taking into account the nationalized SDG and child rights commitments. Based on the findings of the diagnostic assessment, the Data for Children Action Plan will illuminate the areas for strategic investments in data for children given the short term and long terms results for children (including those outlined in the national strategic documents). The Action Plan will be about how UNICEF engages on data issues in the country, but its focus will be broader than the work that UNICEF carries out directly. It should include elements such as support to government data actors and partnership recommendations along with UNICEF-specific actions. The concrete action points and areas for investment in data for children will inform the future interventions (including resource mobilization and workplans). Specific emphasis will be laid on the ways to enhance data use and interoperability to identify areas of potential support to achieve visible progress.

The National Consultancy will specifically focus on providing support to the International Consultant in producing and presenting the following in a comprehensive and coherent way:

1. ***A diagnostic assessment of the data landscape and the key issues to be addressed in the frame of the child-related SDGs and child rights commitments, including****:*

* A broad overview of relevant national household surveys, data systems and structures (including the listing of administrative data systems) across child related SDGs and child rights domains (national, province, district and community levels.
* Data mapping and review of the list of indicators that are of key importance for children including on demographics, child related SDG indicators, child protection indicators and District Profile/Vulnerability Index indicators
* Sources, recency and quality of data (including alternative administrative data sources at lowest administrative level) on demographics, child related SDG indicators and child protection and district profile/vulnerability indicators.
* An overview of the key partners and UNICEF’s role or comparative advantage in priority sectors.
* An overview of enabling environment and practices around data access, responsible collection and use of data, capacities and needs among decision makers to use data, data for both development and humanitarian purposes
* Key data needs and gaps in view of child-related vulnerability and SDG indicators (including the nationalized indicators in MTDP 2021- 2025 and sectoral strategies), and a broader child rights agenda.

1. ***Recommendations and action points on the immediate and longer-term priorities in view of child-related SDG child protection and vulnerability indicators, including****:*

Areas for strengthening the D4C data systems and processes at national and sub-national levels including a) improving the quality and use of existing data and need for new data collection processes in view of the main reporting requirements; b) national counterparts and partners that need to be engaged for each data; c) areas for skills and capacity development from data demand, supply and use perspectives.

* Entry points or opportunities that could be leveraged for greater impact (including integration of child related data into major household surveys and information systems) particularly where UNICEF has comparative advantage amongst development partners to lead/ have impact.
* Areas for mobilizing resources for discrete D4C initiatives with development partners and/or advocating for government investment.
* Areas for strategic investments on improving Data for children and ultimately strengthening its linkage to planning and budgeting.
* Proposed list of child-related SDG and vulnerability indicators that can be linked to outcome-based resource allocation.

**DESCRIPTION OF THE ASSIGNMENT:**

The National Consultant will work under close technical guidance from International Consultant, overall guidance from the Monitoring and Evaluation Specialist/Child Rights Monitoring and in collaboration with the focal point in the Agency on Statistics (Tajstat). The work involves three phases, as outlined below:

**Phase 1 Design: Identifying key areas for data diagnostic**

1. Under direct technical guidance of the International Consultant and in collaboration with the UNICEF Monitoring and Evaluation Specialist/Child Rights Monitoring and other programme staff, external partners including the Tajstat, the Ministry of Economic Development and Trade (MEDT) and Ministry of Finance (MoF) ***to support the development of a clear understanding and scope of the priority areas of work for Data for children in line with SDGs and child rights***. This analysis should be based on the initial desk review of existing literature and data with a special focus on relevant government strategic planning and reporting materials. The National Consultant will prepare a compilation of relevant literature and statistics and conduct the interviews with key UNICEF staff, Tajstat and MEDT.
2. Based on these interviews and reviews, to support the International consultant in developing a conceptual framework and methodology for the data landscape diagnostic including the a) provisional outline of key areas for diagnostic assessment and list of child related SDGs and vulnerability indicators, b) adjusted questionnaires and interview guides based on [DIY Toolkit](https://data.unicef.org/wp-content/uploads/2020/12/Data-for-Children-Do-It-Yourself-Toolkit.pdf)[[1]](#footnote-1) and c) analysis on feasibility of applying the Administrative Data Maturity Model tool for assessment of administrative data for identified core admin data systems for children.

**Phase 2 Assessment: Mapping the country’s data landscape and assessing the quality of data**

1. ***To support the International Consultant in mapping the data landscape in the identified priority areas covering both development activities and development-humanitarian nexus*** based on the framework and provisional outline developed in Phase 1 and ***to conduct a series of interviews and consultation meetings with the key internal and external stakeholders*** identified in Phase 1. This should include identifying the major needs, existing initiatives, and new opportunities in data for children work in those areas.
   * This assessment should be guided by the Data Quality Framework[[2]](#footnote-2) and based on interviews with key staff from UNICEF, Tajstat, line ministries, administrative divisions of the local governments of two selected districts, key external partners.
   * This assessment should use the data quality framework here as well, and not only mapping the data availability, but also an assessment of the quality using the DQF
   * The landscape diagnostic should consider current and potential data actors (including demanders, suppliers and users), existing data systems and capacities, (both of the government and major government partners), priorities of the government (national, regional/ selected districts from the list of 68 districts and cities), the UN and the UNICEF country/regional programme, and future plans, opportunities, and threats for child well-being.
   * The analysis also should take into consideration the data work of other major actors in the country, as well as potential sources and users of data in the private and civil society sectors and independent child rights institutions.
   * The diagnostic should be consistent with UNICEF’s global data approach, including attention to data demand, supply, analysis, and use; as well as responsible data for children principles
   * Recommendations should be shaped by thinking about key data gaps, demands and opportunities; UNICEFs comparative advantage; and building mature data systems that are able to “flex” to meet identified and changing data needs in a sustainable manner.

**Phase 3 Action Planning: Developing the D4C strategic action plan document**

1. ***To support the international consultant in developing a strategic action plan to guide the country’s and more specifically UNICEF’s data for children actions and investments based on the results of data diagnostic***.

* Grounded on country and local needs, priority issues for children, UNICEF’s comparative advantages and opportunities on the horizon, the plan should identify:
  + The work that is already ongoing that should be continued, replicated and/or scaled up (both within UNICEF and what UNICEF should be supporting others to do).
  + The work that is already underway that should be phased out or transitioned to partners.
  + Any new work UNICEF should undertake (either directly or in support of others’ work) in this area.
  + What capacities and resources are needed to undertake the recommended work.
  + What partnerships UNICEF should pursue to undertake the work successfully.
* The plan should identify priorities for immediate action that can be undertaken/implemented shortly after the plan’s adoption; it should also include longer term priority investments in the office’s data for children work at national and sub-national (province, district, community) levels.
  + The strategic action plan should be consistent with the principles for data work elaborated in the UNICEF data for children strategy and take into account data demand, supply, and use elements. It should present a coherent and cohesive framework to bring the office’s data investments together for greater impact rather than simply elaborating a list of projects to be undertaken. Each element of the plan should be connected to the results it can deliver for children.
  + The plan should, to the extent possible, include indicative costs, allowing it to be easily translated into resource mobilization appeals.
  + The plan should also, to the extent possible, include recommendations for human resource investments, laying out the needed personnel and skills to carry out the priority actions.
  + The plan should be developed along with key members of the country office and key national and selected local partners in a consultative process. That process should include discussions about the best ways to assure buy-in and uptake of the plan.
* ***Facilitate the validation process of the D4C Action Plan with relevant UNICEF staff and key external partners***.

**KEY DELIVERABLES/ TIMEFRAME / PAYMENT SCHEDULE**

The assignment will be carried out in 30 days spread over a period starting from 30 June to 30 November 2022. The consultant will produce the following deliverables:

| **#** | **Tasks/Milestone** | **Deliverables/Outputs** | **Number of days** | **Timeline** | **Payment schedule** |
| --- | --- | --- | --- | --- | --- |
| 1 | Support the development of a clear understanding and scope of the priority areas of work for Data for children in line with SDGs and child rights  Compile relevant literature and conduct desk Review  Prepare data collection and analysis tools and conduct initial stakeholder meetings  Prepare minutes/findings from the initial stakeholder consultations | **Inputs to the Inception report** (10-15 pages) approved by the International Consultant including:   * adjusted tools for the data landscape diagnostic (analysis tables and interview guides) * priority areas and list of SDG, child protection and vulnerability indicators * stakeholder mapping by demand/supply/use and by sector or thematic domain * provisional outline of areas for assessment and data catalogue | 10 | 20 July 2022 | **100%** |
| 2 | Support in mapping the data landscape in the identified priority areas and conduct a series of interviews and consultation meetings with the key internal and external stakeholders  Prepare analytical outputs, summary and key findings of the key informant Interview and stakeholder consultations in consultation with the intentional consultant. | Technical inputs to the **data landscape diagnostic report** (20-30 pages or sufficient length to cover all agreed topics*) approved by the international consultant* | 15 days | 25 August 2022 |
| 3 | Support the international consultant in developing a strategic action plan to guide the country’s and more specifically UNICEF’s data for children actions and investments based on the results of data diagnostic | Technical inputs to the **strategic action plan including the data landscape diagnostic report** approved by the International consultant | 5 days | 15 September 2022 |

The rough timeline of the whole process is described below. This timeline may vary depending on the external consultation, feedback and validation processes. To facilitate the feedback and validation processes the national consultant will closely work with the International Consultant, the Monitoring and Evaluation Specialist/Child Rights Monitoring and the focal point in Tajstat. A temporary cross-programme working group will be established in the office that will help review progress at key moments of the assignment, alternatively progress will be reported at the Programme Management Team meetings. The National consultant will conduct bi-monthly technical coordination with Tajstat with involvement of M&E/CRM Specialist and involve/update the International Consultant. Overall quality supervision will be undertaken by UNICEF in consultation with Tajstat.

| **Activity/ 2022** | **Jun** | **Jul** | **Aug** | **Sep** | **Oct** | **Nov** |
| --- | --- | --- | --- | --- | --- | --- |
| Desk review, initial briefs/consultations with UNICEF and key stakeholders, adjusting the collection tools | x | X |  |  |  |  |
| Draft Inception report |  | X |  |  |  |  |
| Review and feedback on the Inception Report reviewed by key stakeholders |  | X |  |  |  |  |
| Final Inception report and agreed methodology and tools |  | X |  |  |  |  |
| Stakeholder consultations |  |  | x | x |  |  |
| Internal presentation of preliminary observations and findings |  |  | x | x |  |  |
| Draft data landscape diagnostic report |  |  |  | x |  |  |
| Review and feedback on data landscape diagnostic report |  |  |  | x |  |  |
| Draft strategic action plan including the data landscape diagnostic report |  |  |  |  | x |  |
| Presentation of the Draft strategic action plan including the data landscape diagnostic report |  |  |  |  | x |  |
| Review and feedback on data landscape diagnostic report |  |  |  |  | x |  |
| Final strategic action plan including the data landscape diagnostic report |  |  |  |  | x |  |
| Validation of the strategic action plan including the data landscape diagnostic report |  |  |  |  |  | x |

**Performance indicators for the evaluation of results:**

The evaluation of the results will be based on:

1. Technical and professional competence (quality of the products delivered to UNICEF);
2. Scope of work (e.g. No. of meetings with the stakeholders and exchanges with supervisor);
3. Quality of work (quality of methodology, draft, and final report);
4. Quantity of work (completing the tasks indicated in the table above within the set timeframe)

In addition, such indicators as work relations, responsibility, drive for results, and communication will be taken into account during the evaluation of the Consultant’s work.

**QUALIFICATION REQUIREMENTS:**

**1) Education**

Advanced university degree (master's or equivalent) in in international development, public policy, statistics, or other related fields.

**2) Work experience**

At least 5 years of experience in policy and planning work related to international development with a strong preference for experience working with data systems and specialists.

**3) Competencies**

* A constructive attitude, flexible approach to changing circumstances and desire to help the organization learn. Ability to work under pressure and commitment to work to tight timeframe.
* A solid understanding of UNICEF’s core areas of work.
* Excellent written and spoken language skills, presentation and facilitation skills.
* Proven ability to work in a multi-cultural environment, establish and maintain effective working relationships, and meet deadlines.

**4) Technical knowledge**

* Solid knowledge of the development context of Tajikistan, including the state operations; experience in cooperating with state institutions and inter-agency working groups;
* Strong knowledge of data collection and data processing methods and techniques, experience in conducting quantitative and qualitative research is a strong asset.
* Strong analytical and conceptual thinking, proven experience in preparing reports, instructions, guidelines, manuals, or other relevant materials at the national level for both governments and international organizations.

**5) Language**

Fluent knowledge of Tajik (or Russian) and English languages.

**REQUIREMENTS:**

***Qualified candidates are requested to submit:***

1. Cover letter/application/CV.
2. A brief technical proposal with the proposed methodology/approach to managing the project, showing understanding of tasks, risks and mitigation measures.
3. Financial quote for the consultancy in TJS per deliverable, stating also the timeframe for completion of deliverable and/or daily rate (as well as travel and subsistence costs, as applicable).
4. Examples of previous, relevant professional written work.
5. At least two professional references

Travel costs and DSA will be covered in accordance with UN rules and regulations. No other remunerations apply. As a general principle, the fees payable to a consultant or individual contractor follow the “best value for money” principle, i.e., achieving the desired outcome at the lowest possible cost.

Please note that consultants and individual contractors are responsible for assuming costs for obtaining visas and travel insurance.

|  |  |
| --- | --- |
| Prepared by M&E Specialist/CRM |  |
| Reviewed by HR : |  |
| Approved by Section Chief: |  |

GENERAL CONDITIONS OF CONTRACTS FOR THE SERVICES OF CONSULTANTS / INDIVIDUAL CONTRACTORS

1. Legal Status

The individual engaged by UNICEF under this contract as a consultant or individual contractors (the “Contractor”) is engaged in a personal capacity and not as representatives of a Government or of any other entity external to the United Nations. The Contractor is neither a "staff member" under the Staff Regulations of the United Nations and UNICEF policies and procedures nor an "official" for the purpose of the Convention on the Privileges and Immunities of the United Nations, 1946. The Contractor may, however, be afforded the status of "Experts on Mission" in the sense of Section 22 of Article VI of the Convention and the Contractor is required by UNICEF to travel in order to fulfil the requirements of this contract, the Contractor may be issued a United Nations Certificate in accordance with Section 26 of Article VII of the Convention.

1. Obligations

The Contractor shall complete the assignment set out in the Terms of Reference for this contract with due diligence, efficiency and economy, in accordance with generally accepted professional techniques and practices.

The Contractor must respect the impartiality and independence of UNICEF and the United Nations and in connection with this contract must neither seek nor accept instructions from anyone other than UNICEF. During the term of this contract the Contractor must refrain from any conduct that would adversely reflect on UNICEF or the United Nations and must not engage in any activity that is incompatible with the administrative instructions and policies and procedures of UNICEF. The Contractor must exercise the utmost discretion in all matters relating to this contract.

In particular, but without limiting the foregoing, the Contractor (a) will conduct him- or herself in a manner consistent with the Standards of Conduct in the International Civil Service; and (b) will comply with the administrative instructions and policies and procedures of UNICE relating to fraud and corruption; information disclosure; use of electronic communication assets; harassment, sexual harassment and abuse of authority; and the requirements set forth in the Secretary General's Bulletin on Special Measures for Protection from Sexual Exploitation and Sexual Abuse.

Unless otherwise authorized by the appropriate official in the office concerned, the Contractor must not communicate at any time to the media or to any institution, person, Government or other entity external to UNICEF any information that has not been made public and which has become known to the Contractor by reason of his or her association with UNICEF or the United Nations. The Contractor may not use such information without the written authorization of UNICEF and shall under no circumstances use such information for his or her private advantage or that of others. These obligations do not lapse upon termination of this contract.

1. Paid Time Off and UN official holidays

Individual contractors who work full-time and who are remunerated at a fixed daily or monthly rate[[3]](#footnote-3) with a minimum contract duration of one calendar month (“eligible contractors”) are entitled to:

· Paid Time Off (PTO) at the rate of one-and one-half days (1.5 days) per month of service, to be prorated to the closest half day for partial months served at the beginning and end of the contract period; and

· UN official holidays.

Eligible contractors will be remunerated at the established rate for any day of PTO used and for any UN official holiday that falls within the established duration of the contract.

PTO may be used in increments of half or full days. PTO will be accrued and can be used, subject to prior approval by the contractor’s direct supervisor, at any time during the duration of the contract. Unused PTO will not be paid out or reimbursed at the end of the contract period and cannot be transferred to a new contract.

1. Title rights

All materials created by the Contractor which bears a direct relation to, or is made in order to perform, this contract and any intellectual property rights thereof, including but not limited to patents, copyright and trademarks, shall be jointly owned by UNICEF and the Contractor. At the request of UNICEF, the Contractor shall assist in securing such property rights and transferring them to UNICEF in compliance with the requirements of the law governing such rights. Any third party usage shall require written permission from both parties.

1. Travel

If UNICEF determines that the Contractor needs to travel in order to perform this contract, that travel shall be specified in the contract and the Contractor’s travel costs shall be set out in the contract, on the following basis:

1. UNICEF will pay for travel in economy class via the most direct and economical route; provided however that in exceptional circumstances, such as for medical reasons, travel in business class may be approved by UNICEF on a case-by-case basis.

1. UNICEF will reimburse the Contractor for out-of-pocket expenses associated with such travel by paying an amount equivalent to the daily subsistence allowance that would be paid to staff members undertaking similar travel for official purposes.
2. Statement of good health

Before commencing work, the Contractor must deliver to UNICEF a certified self-statement of good health and to take full responsibility for the accuracy of that statement. In addition, the Contractor must include in this statement of good health (a) confirmation that he or she has been informed regarding inoculations required for him or her to receive, at his or her own cost and from his or her own medical practitioner or other party, for travel to the country or countries to which travel is authorized; and (b) a statement he or she is covered by medical/health insurance and that, if required to travel beyond commuting distance from his or her usual place or residence to UNICEF (other than to duty station(s) with hardship ratings “H” and “A”, a list of which has been provided to the Contractor) the Contractor’s medical/health insurance covers medical evacuations. The Contractor will be responsible for assuming all costs that may be occurred in relation to the statement of good health.

1. Insurance

The Contractor is fully responsible for arranging, at his or her own expense, such life, health and other forms of insurance covering the term of this contract as he or she considers appropriate taking into account, among other things, the requirements of paragraph 5 above. The Contractor is not eligible to participate in the life or health insurance schemes available to UNICEF and United Nations staff members. The responsibility of UNICEF and the United Nations is limited solely to the payment of compensation under the conditions described in paragraph 7 below.

1. Service incurred death, injury or illness

If the Contractor is travelling with UNICEF’s prior approval and at UNICEF's expense in order to perform his or her obligations under this contract, or is performing his or her obligations under this contract in a UNICEF or United Nations office with UNICEF’s approval, the Contractor (or his or her dependents as appropriate), shall be entitled to compensation from UNICEF in the event of death, injury or illness attributable to the fact that the Contractor was travelling with UNICEF’s prior approval and at UNICEF's expense in order to perform his or her obligations under this contractor, or was performing his or her obligations under this contract in a UNICEF or United Nations office with UNICEF’s approval. Such compensation will be paid through a third party insurance provider retained by UNICEF and shall be capped at the amounts set out in the Administrative Instruction on Individual Consultants and Contractors. Under no circumstances will UNICEF be liable for any other or greater payments to the Contractor (or his or her dependents as appropriate).

1. Arbitration

1. Any dispute arising out of or, in connection with, this contract shall be resolved through amicable negotiation between the parties.

1. If the parties are not able to reach agreement after attempting amicable negotiation for a period of thirty (30) days after one party has notified the other of such a dispute, either party may submit the matter to arbitration in accordance with the UNCITRAL procedures within fifteen (15) days thereafter. If neither party submits the matter for arbitration within the specified time the dispute will be deemed resolved to the full satisfaction of both parties. Such arbitration shall take place in New York before a single arbitrator agreed to by both parties; provided however that should the parties be unable to agree on a single arbitrator within thirty days of the request for arbitration, the arbitrator shall be designated by the United Nations Legal Counsel. The decision rendered in the arbitration shall constitute final adjudication of the dispute.

1. Penalties for Underperformance

Payment of fees to the Contractor under this contract, including each installment or periodic payment (if any), is subject to the Contractor’s full and complete performance of his or her obligations under this contract with regard to such payment to UNICEF’s satisfaction, and UNICEF’s certification to that effect.

1. Termination of Contract

This contract may be terminated by either party before its specified termination date by giving notice in writing to the other party. The period of notice shall be five (5) business days (in the UNICEF office engaging the Contractor) in the case of contracts for a total period of less than two (2) months and ten (10) business days (in the UNICEF office engaging the Contractor) in the case of contracts for a longer period; provided however that in the event of termination on the grounds of impropriety or other misconduct by the Contractor (including but not limited to breach by the Contractor of relevant UNICEF policies, procedures, and administrative instructions), UNICEF shall be entitled to terminate the contract without notice. If this contract is terminated in accordance with this paragraph 10, the Contractor shall be paid on a pro rata basis determined by UNICEF for the actual amount of work performed to UNICEF’s satisfaction at the time of termination. UNICEF will also pay any outstanding reimbursement claims related to travel by the Contractor. Any additional costs incurred by UNICEF resulting from the termination of the contract by either party may be withheld from any amount otherwise due to the Contractor under this paragraph 10.

1. Taxation

UNICEF and the United Nations accept no liability for any taxes, duty or other contribution payable by the consultant and individual contractor on payments made under this contract. Neither UNICEF nor the United Nations will issue a statement of earnings to the consultant.

1. DIY toolkit can be accessed at https://data.unicef.org/wp-content/uploads/2020/12/Data-for-Children-Do-It-Yourself-Toolkit.pdf [↑](#footnote-ref-1)
2. DQF can be accessed at <https://data.unicef.org/resources/data-quality-framework/#:~:text=The%20Data%20Quality%20Framework%20is,confidence%20in%20our%20data%20products>. [↑](#footnote-ref-2)
3. Contractors on deliverable-based Consultancy Contracts (i.e. those hired for a specific project without establishing a minimum number of daily working hours) are not entitled to Paid Time Off or to paid UN official holidays. [↑](#footnote-ref-3)