

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS
NATIONAL CONSULTANT FOR STRENGTHENING DISABILITY DATA IN ESIS Application

1. Background:

Article 28 of the Convention on the Rights of the Child (CRC) recognizes the right of all children to receive an education, which is the basis of equal opportunity in life. Additionally, Article 24 of the Convention on the Rights of Persons with Disabilities (CRPD) calls for children with disabilities to have access to “an inclusive, quality and free primary education and secondary education on an equal basis with others in the communities in which they live. This includes the provision of reasonable accommodations to children’s needs along with adequate support to maximize economic and social development.” Failure to including children with disabilities in the general school system and ensuring that they exercise their right to learn also compromises the achievement of SDG4.

Despite these global ratified goals and conventions, and despite considerable progresses in terms of disability-inclusive legislative frameworks within countries, large gaps remain in terms of information on how many children experience functional difficulties and on how the environment (including physical, social and attitudinal factors) affects children’s participation in their communities in general, and, specifically, in the educational system. Children with disabilities are still excluded from the educational system^{1,2}, in part due to serious ‘implementation gaps’ between disability-inclusive policies and service delivery in schools and communities.

Closing these gaps requires that national governments put in place suitable policies and implementation arrangements for inclusive education. However, countries cannot facilitate policy development and evaluation in this respect unless they have quality data on 1) the number of children with disabilities in an out of school, 2) the experience of children in the education system, and 3) the educational structures and resources that are required to deliver a school environment that is adequate for all children and inclusive of children with disabilities.

To address the above data needs, the United Nations Children’s Fund (UNICEF) has developed, a testing protocol around two main components. The first component, aimed at identifying children with disabilities at school level, focuses on evaluating whether, and under which conditions, teachers can provide a reliable report on student’s functioning difficulties.

The testing protocol includes four research questions:

¹ Mizunoya, S., S. Mitra and I. Yamasaki (2016). Towards Inclusive Education: The impact of disability on school attendance in developing countries, *Innocenti Working Paper* No.2016-03, UNICEF Office of Research, Florence. [Analysis of data from household surveys using Washington Group Short Set questions]

² UNESCO Institute for Statistics (2018). Education and Disability: Analysis of Data from 49 Countries, *Information Paper N. 49*, UIS, Montreal.

1. Can teachers provide reliable information on disability using the Child Functioning Module in the context of EMIS?
2. Can mothers/caregivers provide reliable information on disability using a self-report version of the Child Functioning Module?
3. Which factors improve the reliability of teachers' report on students' disability?
4. What proportion of children have functioning difficulties and what are their experiences in the school environment?

All activities will be carried out in collaboration between UNICEF HQ (D&A), the UNICEF Mongolia and the Ministry of Education and Science (MoES). The total estimated duration of the project is 6 months and includes a preparatory and implementation phases.

2. Purpose of Assignment:

The consultant will work in close collaboration with the MoES, UNICEF Mongolia and the technical coordination team in UNICEF HQ.

Under the overall supervision of the Monitoring and Evaluation Officer, the consultant will support and provide guidance to UNICEF Country Office and the MoES for the preparation, implementation and completion of the protocol activities in Mongolia. The consultant will support all activities during planning and implementation phases, ensuring the protocol and recommendations are being followed at all times. The consultant will communicate effectively between the UNICEF Mongolia and MoES, responding promptly to needs and issues as they arise.

The consultant will be responsible for coordinating and supporting the work of other resource persons hired by UNICEF to provide technical assistance to the protocol implementation. The consultant will work in close collaboration with the MoES and may represent UNICEF in meetings in relation to the protocol as needed.

3. Scope of Work:

Under the direct supervision of the Monitoring and Evaluation Officer, the consultant will perform the following tasks:

- Support UNICEF Mongolia in the implementation of the testing protocol during the preparatory and phases, providing technical and managerial support.
- Compile and process the information required for the development of the country-specific testing protocol and support definition of action plans, timelines and budget considerations.
- Finalise, in collaboration with UNICEF Mongolia, UNICEF HQ and the MoES, the Protocol Plan and Budget, including timetable and draft data collection tools;

- Ensure that the Ethical Protocol and other ethical recommendations are addressed in the protocol and in the implementation process and that all related documents are shared with the national Ethical Committee on time for approval;
- Review and approve plans for data collection, timeline and budget;
- Facilitate securing necessary permissions for data collection and for gaining access to facilities;
- Ensure that all protocol related documents and deliverables are properly archived throughout the process;
- Maintain participation of all relevant stakeholders in the entire process of the implementation of the assignment;
- Maintain regular communication with the UNICEF Mongolia, Headquarters (HQ) and MoES, responding to all related issues in a timely manner;

Key deliverables and activities

Phase	Deliverables
<p><i>Preparation and planning (1 month)</i></p>	<ul style="list-style-type: none"> – Initial desk review on EMIS system in the country, identification of data already being collected and specific data needs; – Customization of the study protocol, including definition of the sample design, methods for data collection and overall fieldwork logistics; – Organizing the customization and translation (if required) of all instruments and materials; – Organizing CAPI programming if required and oversee generation of database for data collection; – Update of school listing; – Determine appropriate and feasible timing for different study activities; – Support defining field logistics, including number of field-support personnel to be hired and trained; developing questionnaires; – Define how to support personnel, training and logistics arrangements to be handled in consultation with MoES. – Generate a detailed cost estimation and budgeting for the testing activities; – Generating ethical protocol, including consent letters; – Submitting study protocol to ethical review committee.
<p><i>Phase I (1 month)</i></p>	<ul style="list-style-type: none"> – Carry out all implementation activities prior to final field work.

	<ul style="list-style-type: none"> - Provide technical input and strategic guidance to finalize sampling methodology and sample selection (if needed) - Review and approve the final country study protocol - Contact and coordinate, as required, with selected schools; - Support developing of training materials and guidance materials to schools; - Oversee recruitment of field-work personnel and procurement of required materials; - Coordinate activities and organization of required inputs for training of field-work personnel; - Develop specific protocol for pilot of field-work procedures and instruments. - Oversee training of field-work personnel to carry out pilot testing and final field-work; - Generate a report documenting the results from pilot test; - Discuss pilot results with the technical team as to identify the necessary adjustments to improve instruments and field-work protocols. - Incorporate adjustments to questionnaires, instructions and training materials based on pilot observations
<p><i>Fieldwork (5 months)</i></p>	<ul style="list-style-type: none"> - Periodically review progress of implementing fieldwork and provide strategic guidance and technical input when needed; - Periodically review consistency and quality of data being collected; - Carry out field supervision visits and generate short reports on visit observations and recommendations.
<p><i>Data processing activities and report generation (3 months)</i></p>	<ul style="list-style-type: none"> - Oversee database cleaning and initial data processing, including the generation of data quality tables and overall response rates; - Provide technical input required for data analyses; - Contribute to generating results tables; - Coordinate and contribute substantively to the elaboration of the Protocol Report;

4. Programme Area and Specific Project Involved:

Education/M&E

5. Contract duration (start and end date):

25 June 2022 – 25 March 2023 (9 months.)

6. Type of engagement: (Full time/Part time)

Full time. Consultant will be eligible for 1.5 days paid time off (PTO) per month. Specific internal procedures care pathway may apply if emergency situations evolve in addition to the Mongolian Government policies and measures. The Consultant will be provided with the office space.

7. Deliverables, Timeframe and Payment Schedule:

The consultant will be paid upon the presentation and acceptance of the satisfactory monthly progress report with the completion of key deliverables.

8. Project Management:

Direct supervisor: Monitoring and Evaluation Officer

Frequency of performance review: Weekly progress and monthly performance review will be conducted by the direct supervisor to ensure the quality and timely delivery of given tasks.

9. Qualifications and requirements:

- a. Master's Degree or equivalent in Statistics, Social Sciences, Demography or other related technical field with significant data processing component is required;
- b. Proven minimum of 10 year experience in the coordination and/or management of quantitative studies;
- c. Strong computer skills and strong expertise in statistical analyses (familiarity with data processing and data analysis software, particularly SPSS);
- d. Knowledge of country education system is required;
- e. Training experience and ability to organise and facilitate training and presentations;
- f. Experience in data analysis and survey report writing.

Other competencies:

- g. Excellent communication and interpersonal skills.
- h. Excellent oral and written communications in English and Mongolian language(s) required;



- i. Familiarity and previous experience of working in Mongolia and/or in the region highly desirable.
- j. Demonstrated ability to work in a multicultural environment and to establish harmonious and effective relationships both within and outside the organisation;
- k. Demonstrated leadership, managerial and supervisory ability; ability and willingness to travel extensively in-country and to attend workshops.

Nature of 'Penalty Clause' to be Stipulated in Contract:

UNICEF reserves the right to withhold the consultancy fee in the case that the deliverables are not submitted on schedule or do not meet the required standard. Copyright and ownership of all documents produced will remain with UNICEF.

Note: (text should be added to all ToRs) 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.