

## TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

| Title  | Type of engagement                             | Duty station   |
|--|--|----------------|
| Urbanisation Landscape Review  | <input checked="" type="checkbox"/> Consultant | Lusaka, Zambia |
| <b>Purpose of Activity/Assignment:</b><br><br>To assess the prevailing urbanization trends in Zambia, including a secondary analysis of survey data  |  |                |
| <b>Background</b><br><p>The rapid increase in urbanization across Africa has had large impacts on poverty dynamics and the provision of services within the social sectors, particularly in urban areas. Poverty rates have increased from 54.5% in 2015 to 60% in 2022 according to the 2022 Living Conditions and Monitoring Survey.<sup>1</sup> Further, urban poverty has sharply increased from 23.4% in 2015 to 31.9% in 2022. According to UN Habitat, 70% of the urban population in Zambia live in informal settlements, with deficits in service provisions.<sup>2</sup> The 8th National Development plan has recognized urban sector priorities, with the development of a National Urbanisation Policy underway. Yet, key drivers in rising poverty levels and their intersections with rural/urban geography and associated demographics have remained largely uncharted.</p> <p>Urbanisation trends in Zambia vary according to location. According to the Census of Housing and Population Summary Report (2022), urban growth rates went from 2.6% (1980-1990) to 1.5% (1990-2000).<sup>3</sup> This was followed by an increase to 4.2% in the 2010 Census to the current rate of 4.5%. Rural areas demonstrated different patterns with 2.8% (1980-1990) to 3% (1990-2000), then 2.1% (2000-2010) to 2.7% (2010-2020). There is also significant variation in urbanization within provinces. Lusaka and Copperbelt provinces have more than 80% of their populations residing in urban areas. The population growth is lowest in these two provinces (2.9 % annual population growth respectively). In contrast, more than 80% of the population in Muchinga, Western and Luapula provinces live in rural areas. The population growth is above 3% in these provinces. This, therefore, implies different requirements for service provisions.</p> <p>Poverty dynamics and demographics also differ in urban and rural contexts. For example, in urban areas the child dependency ratio is 62.8% and in rural areas it is 89%. Household size is also higher, with an average of 5 persons per households, compared to 4.6 persons in rural areas. There are also associated gender dynamics, as there are 1.5 million households headed by males and 593,000 headed by women in rural areas. In urban areas there are 1.3 million households headed by males and 542,000 headed by women.</p> <p>Further exploration of this data is required to fully understand the poverty dynamics and urbanization patterns in Zambia. We need to understand these changing population patterns and its implications for service delivery and programming.</p> <b>Justification</b><br><p>New data on urbanization is available from the 2022 Census and the 2022 LCMS, building on the complex urbanization patterns in Zambia that reflects macro political and socio-economic conditions. A deeper exploration of this and other data is required in order to generate up-to-date insights for policy and planning.</p> <b>Objectives</b><br><p>The overall objective of this consultancy is to conduct a landscape review on urbanisation, including a detailed desk review and secondary analysis of LCMS/Census survey data. The analysis would be disaggregated by sector, geography, gender, age and other relevant factors. The report will provide an overview of the urbanization landscape, including existing evidence and gaps, and implications for programming.</p> |  |                |

<sup>1</sup> <https://www.zamstats.gov.zm/wp-content/uploads/2023/09/Highlights-of-the-2022-Poverty-Assessment-in-Zambia-2023.pdf>

<sup>2</sup> <https://unhabitat.org/zambia>

<sup>3</sup> <https://www.zamstats.gov.zm/wp-content/uploads/2024/07/2022-Census-of-Population-and-Housing-Summary-Part-2.pdf>

**Key deliverables:**

The consultant will:

1. Produce an inception report that includes the consultant's plan for accessing and analysing datasets, including but not limited to LCMS and Census. The report will also detail the literature review methodology, timelines, project management, risk mitigation plans and all other considerations. The consultant should also detail the three critical steps: producing the literature review, secondary data analysis of LCMS and Census and producing the landscape report. Stakeholder interviews should also be considered as needed.
2. Produce the landscape analysis which will include a detailed desk review, and a secondary analysis of the LCMS and Census datasets. The consultant will then detail the prevailing urbanisation landscape in Zambia, including key disaggregations by sector, geography, gender, age and other relevant demographics. The report will also include a synthesis of key policies, stakeholders, current trends, evidence (existing and gaps), survey findings, policy implications – including service delivery provisions for informal settlements, high and low density areas, rural and urban geographies, intervention recommendations and so on. The consultant is also expected to use a proof-reader to ensure high quality writing in the report.
3. Produce study brief and PowerPoint deck with main findings. The consultant is expected to produce a study brief highlighting main findings, and a well formatted PowerPoint deck with key highlights.

The research and associated report should be situated in the specific economic and political context of Zambia, drawing on current and historical factors such as macroeconomic interventions through the International Monetary Fund (IMF), as well as the current decentralization agenda amongst others. These wider structural factors are expected to influence urbanization patterns. Where required, the consultant will conduct stakeholder consultations to further unpack the data.

Specific research questions are:

1. What are the prevailing urbanization and deurbanization trends on national and subnational levels in Zambia according to current literature and LCMS/Census data? This should be disaggregated by social sector, age, geography, gender, wealth and other relevant factors.
  - a. What is the interplay between urbanization, poverty and other social and economic conditions?
2. What are the current and historical influencing factors, contributing to these trends?
3. What are the challenges and opportunities presented in the prevailing situation and what interventions/policies are in place?
  - a. For example, what are the challenges surrounding urban poverty trends, how do they correspond to the survey data and what interventions or policies exist? What mechanisms or policies are government using to respond to these challenges?
  - b. Are these mechanisms or policies child responsive?
4. What gaps exist?
5. What recommendations can be provided for programming and next steps?
6. What urbanisation findings can be made from secondary data analysis on the Census and LCMS?

Stakeholder interviews, in addition to a secondary data analysis and desk review may be required.

The consultant is expected to produce a technical proposal that outlines the approach to the task, including sampling and methodology that will produce the final report.

The consultant will report to the Social Policy Specialist (in the Social Policy section of the UNICEF Zambia Country Office) who will carry out contract management and provide quality assurance and oversight.

**Ethical considerations**

The consultant is required to maintain compliance with [UNICEF’s procedure for ethical standards in research, evaluation, data collection and analysis](#). The consultant must clearly identify any potential ethical issues and approaches, as well as the processes for ethical review and oversight of the research and data collection process in their proposal. Researchers, evaluators or enumerators involved in primary data collection involving human subjects must have undertaken basic ethics training. The institution is responsible for obtaining all necessary IRB and ethics clearances.

Protection protocols for children and, where relevant, other vulnerable groups, must be in place to provide safe environments for data collection. The consultant is required to provide a detailed mitigation plan on data collection. Privacy and confidentiality of participants should be assured with data de-identified at the individual level, or findings summarized to an appropriate level of aggregation. When engaging human subjects, informed consent must be sought from all participants. The nature of the informed consent must be noted in the ethics section of the proposal and any final report.

**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](#)

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| <b>Budget Year:</b><br>2024 | <b>Requesting Section/Issuing Office:</b><br>Social Policy /Lusaka, Zambia | <b>Reasons why consultancy cannot be done by staff:</b><br>Staff do not have required technical expertise for the assignment |
|-----------------------------|--|--|

**Included in Annual/Rolling Workplan:**  Yes  No, please justify:

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| <p><b>Consultant sourcing:</b></p> <p><input checked="" type="checkbox"/> National <input type="checkbox"/> International <input type="checkbox"/> Both</p> <p><b>Consultant selection method:</b></p> <p><input type="checkbox"/> Competitive Selection (Roster)</p> <p><input checked="" type="checkbox"/> Competitive Selection (Desk Review/Interview)</p> <p><input type="checkbox"/> Advertisement</p> | <p><b>Request for:</b></p> <p><input checked="" type="checkbox"/> New SSA</p> <p><input type="checkbox"/> Extension/ Amendment</p> |
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| <b>If Extension, Justification for extension:</b>   |   |  |   |
| <b>Supervisor:</b><br>Social Policy Specialist  | <b>Start date:</b><br>ASAP  | <b>End date:</b>   | <b>Number of Working Days:</b> 60 working days between September 2024 to March 2025 |
| <b>Work Assignment Overview:</b>  |   |  |   |
| <b>Work Assignments Overview</b>  | <b>Deliverables/Outputs</b>   | <b>Delivery deadline</b>   | <b>Estimated Budget</b>   |
| 1 .Develop an inception report with feedback from UNICEF to be included   | Draft and final inception report, including research methodologies with data access and analysis plan, desk review plan, time schedule, activities, and responsible persons. Ethical approval needs to be obtained if needed. | 1 week<br>October 2024   | 25%   |
| 2.Produce draft and final landscape review  | Draft and final report with feedback from UNICEF and other stakeholders. Consultant is responsible for accessing and analysing data within timeframe  | 5 weeks<br>December 2024   | 50%   |
| 3.Produce study brief and PowerPoint deck with main findings  | Produce summary of findings in form of Powerpoint deck and study brief  | 2 weeks<br>March 2025  | 25%   |
| <b>Estimated Consultancy fee</b>  |   |  |   |
|   |   | 60 working days  |   |
| Travel Local (please include travel plan)   | Travel outside duty station not expected  |  |   |
| DSA (if applicable)   | n/a   |  |   |
| <b>Total estimated consultancy costs<sup>i</sup></b>  |   |  |   |
| <b>Minimum Qualifications required*:</b><br><br><input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other<br><br>Enter Disciplines<br>*Minimum requirements to consider candidates for competitive process <ul style="list-style-type: none"> <li>A Master’s degree in Social Sciences, Demographics, Economics, International Development, or related discipline (15 points)</li> </ul> |   | <b>Knowledge/Expertise/Skills required *:</b><br>*Listed requirements will be used for technical evaluation in the competitive process <ul style="list-style-type: none"> <li>At least two similar assignments conducted demonstrating secondary analysis of large datasets and landscape reviews, examples are required (20 points)</li> <li>At least 5 years of experience in research and analysis, including both</li> </ul> |   |

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|  | <p>quantitative and qualitative design (20 points)</p> <ul style="list-style-type: none"> <li>• Demonstrated understanding of socio-economic context of Zambia, including urbanization and population trends (20 points)</li> </ul>   |
| <p><b>Evaluation Criteria (This will be used for the <a href="#">Selection Report</a> (for clarification see <a href="#">Guidance</a>))</b><br/> A) Technical Evaluation (75 points, breakdown above B) Financial Proposal (25 Points)</p> |   |
| <p><b>Administrative details:</b><br/>         Visa assistance required: <input type="checkbox"/><br/>         Transportation arranged by the office: <input type="checkbox"/></p>   | <p><input type="checkbox"/> Home Based <input checked="" type="checkbox"/> Office Based/In Country-Based:<br/>         If office based, seating arrangement identified: <input type="checkbox"/><br/>         IT and Communication equipment required: <input type="checkbox"/><br/>         Internet access required: <input type="checkbox"/></p> |

<sup>i</sup> 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

**Text to 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.

The selected candidate is solely responsible to ensure that the visa (applicable) and health insurance 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.