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

**TITLE OF CONSULTANCY/ASSIGNMENT**

**Consultant Civil Registration and Vital Statistics (CRVS) Systems Strengthening**

1. **BACKGROUND / RATIONALE**

A name and nationality are the right of every child, a right enshrined in the United Nations Convention on the Rights of the Child (UNCRC – Article 7) and other international treaties and national laws. Birth registration – recording within the civil registry system the occurrence and characteristics of births in accordance with the legal requirements of a country - is the first formal recognition by the state of a child’s existence.

The current country programme, 2018-22 is mandated to support Government of India and select UNICEF programming states as well as UNICEF internal programming with up-to-date evidence for improving delivery of services including civil registration in the country.

There are vast intersections with UNICEF mandates on birth registration, child protection, social protection, and as reinforced by the ongoing COVID-19 pandemic as well, the need to ensure minimum standards of civil registration during emergencies, including institutionalization in health systems. UNICEF works to strengthen Civil Registration and Vital Statistics systems in India in close collaboration with the Office of the Registrar General of India through partnerships with other UN agencies, civil society partners, technical partners.

The programme entails supporting capacity building, digitization of process and providing technical support for making CRVS system efficient and user friendly. COVID-19 has severely affected registration of births and deaths. UNICEF is working to undertake CRVS business process improvement plans and linking CRVS data to social sector MIS and registries, at national and state levels, supporting more inclusive legal frameworks, and supporting effective analysis and use of vital statistics.

**PURPOSE OF ASSIGNMENT**

The consultancy will provide high level technical assistance, guidance and advice on UNICEF CRVS programming activities at national and state levels

1. **OBJECTIVE/S**
* Technical support on CRVS programmatic and evidence engagements supported by UNICEF and national and states
* Guide, facilitate and steer UNICEF policy advocacy efforts on supporting more inclusive and resilient CRVS
1. **MAJOR TASKS TO BE ACCOMPLISHED**
* Support and coordination on the development, user testing and piloting and roll out of e-modules training modules working with technical partner, national and state governments
* Support and coordinate on the design, roll out, analysis and dissemination and advocacy efforts on study of impact of COVID-19 on CRVS
* Support and coordinate on the documentation and consultations on UNICEF and partners advocacy on legal framework governing CRVS in the country
1. **DELIVERABLES AND DEADLINES**

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| --- | --- | --- | --- | --- |
| **S. No.** | **Major Task** | **Deliverable** | **Specific delivery date/deadline for completion of deliverable (please mention as date/no. of days/month)** | **Estimated travel required for completion of deliverable (please mention destination/ number of days)** |
| **1** | E-modules development and rollout  | * Hindi and English e-modules are developed and pilot tested
* Launch of e-modules t national level and at least in four states (TBC)
* Vernacular e-modules are developed, tested and finalized
 | * March 2022
* May 2022
* September 2022
 | **5 trips, 4 days each**  |
| **2** | Study on COVID-19 impact on CRVS  | * Coordination and partnership with technical agency developed
* Study designed and commissioned
* Study completed and dissemination through stakeholder consultations at national (1) and states (6)
* Technical paper based on study findings developed and submitted for publication
 | * February 2022
* February 2022
* August 2022
* October 2022
 | **5 trips, 4 days each**  |
| **3** | Consultations on legal framework on CRVS | * Documented recommendations developed and submitted to government
* Stakeholder consultations conducted with government
 | * February 2022
* April 2022
* December 2022
 |  |

**5. DUTY STATION**

**E**mployees will be provided flexible working from home options based on agreement with supervisor and terms of availability to be negotiated as COVID protocols change in the months ahead. T*ravel to Delhi and states subject to COVID protocols*

**6. SUPERVISOR**

*Social Policy M&E Specialist, UNICEF New Delhi.*

**7. OFFICIAL TRAVEL INVOLVED (ITINERARY AND DURATION)**

 Yes, within India, 10 trips total of four days each

**8. ESTIMATED DURATION OF CONTRACT (PART TIME / FULL TIME)**

10 months; part time, total 100 days

**9. QUALIFICATIONS / SPECIALIZED KNOWLEDGE / EXPERIENCE/ COMPETENCIES (CORE/TECHNICAL/FUNCTIONAL) / LANGUAGE SKILLS REQUIRED FOR THE ASSIGNMENT (Please use as applicable)**

*Demonstrated technical understanding of CRVS systems, partners and stakeholders*

*Experience working with government CRVS stakeholders*

**10. SELECTION PROCESS (tick one):**

**(A) Quality and Cost Based Selection (QCBS) OR**

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*1) Demonstrated technical understanding of CRVS systems, partners and stakeholders – Max 25 /Min 20*

*2) Experience working with government CRVS stakeholders – Max 10/Min 8*

*Candidates who score 28 marks and also meet the minimum scores in the above 2 sub-criteria and above would be shortlisted for the interview*

*3) Interview: Max 40/Min 32*

*Financial bid – 25 points*

Candidates who score overall 60 marks and above as well as meet the minimum cut-off in each of the above 3 sub-criteria will be considered technically qualified and their financials opened.

Candidate receiving maximum score after combining their Technical Score and Financial score will be finally selected.

**11. PAYMENT SCHEDULE**

*Payment will be linked to deliverables as outlined in the attached financial template.*