

## Terms of Reference for Individual Consultant

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| <b>Title</b><br><b>Qualitative Researcher (Women in Learning Leadership workstream)</b><br><br>Education Section<br>UNICEF Innocenti – Global Office of Research and Foresight                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                    | <b>Duty Station:</b><br>Global Office of Research and Foresight (Italy)<br><input checked="" type="checkbox"/> Remote<br><input type="checkbox"/> Office Based |                                                                    |
| <b>Start date:</b><br>September 1 <sup>st</sup> , 2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>End date:</b><br>August 31 <sup>st</sup> , 2025 | <b>Type of engagement</b><br><input checked="" type="checkbox"/> Consultant                                                                                    | Total working days estimated: 223 days, over a period of 12 months |
| <b>Purpose of Activity/Assignment:</b><br>UNICEF Innocenti is seeking to appoint a qualitative researcher to support the Education Section in implementing the <a href="#">Women in Learning Leadership (WiLL) research</a> project with the aim of generating evidence on the role and impact of female school leaders in low- and middle-income countries.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                    |                                                                                                                                                                |                                                                    |
| <b>Background</b><br>The Education Section of UNICEF Innocenti is implementing the Women in Learning Leadership (WiLL) programme in partnership with IIEP-UNESCO and the Gender at the Center Initiative (GCI). This programme examines the underrepresentation of women in school leadership positions and the extent to which the gender of school leaders affects learning outcomes. The project uses mixed-methods research to examine the various contextual, cultural, societal and structural barriers preventing women from advancing into school leadership roles. It also analyzes differences in learning and education outcomes between schools led by women and men, generates evidence on the effective leadership and management practices school leaders adopt that contribute to these differences, and investigates how these can be implemented in more schools.                                                                                                                                                                                                                                                                                                          |                                                    |                                                                                                                                                                |                                                                    |
| <b>Objectives of the consultancy</b><br>The main objective of this consultancy is to support the <i>qualitative</i> component of the WiLL programme. This includes: <ul style="list-style-type: none"> <li>• Support the <b>design and development of qualitative components of WiLL research</b>, including the development of analytical frameworks and processes for qualitative data collection.</li> <li>• Contribute to <b>literature reviews and policy and institutional analyses</b> across project countries.</li> <li>• Develop <b>data collection instruments</b> and support related <b>ethical board submissions</b>.</li> <li>• Support the <b>training and management of local enumerators</b> hired for qualitative data collection.</li> <li>• Support qualitative <b>data cleaning, coding, and analysis</b>.</li> <li>• Support <b>research co-creation meetings and communication with in-country partners</b> (e.g., Ministries of Education, Country Offices, etc.).</li> <li>• <b>Contribute to the production and dissemination</b> of mixed-methods reports summarizing key findings, messages, and policy recommendations together with the WiLL team.</li> </ul> |                                                    |                                                                                                                                                                |                                                                    |
| The consultant will support this work in four countries. This first country is Chad. The remaining three (Country B, Country C, and Country D) will be any from a pool of the following possible countries: Mali, Niger, Guinea, Ethiopia, Ghana, and South Sudan. The specific countries of operation depend on each country's progress timeline and will be determined at the start of the consultancy.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                    |                                                                                                                                                                |                                                                    |
| <b>Major areas of work and responsibility</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                    |                                                                                                                                                                |                                                                    |

WiLL is implemented in each country through several phases. The first two phases focus on analysing the policy framework and administrative school census data. The third phase consists of the collection and analysis of primary data collected in schools. Beyond this, the project includes ongoing dissemination and co-creation with policymakers. The qualitative consultant will work with the broader WiLL team to perform the following key activities:

- Organizing and participating in co-creation workshops with Ministry of Education officials and key partners and continuous engagement with these stakeholders.
- Supporting literature reviews on various topics and country contexts to bolster the primary data analysis.
- Designing the qualitative component of the research, including contextualizing the analytical framework, preparing instruments, identifying the sample, and developing an analysis strategy.
- Supporting the implementation of primary data collection by managing the local data collectors/firm, providing them regular support and conducting quality assurance of data being collected.
- Supported the drafting of ethical review board applications for the research.
- Analyzing the primary qualitative data collected (including coding transcripts and preparing analytical and thematic memos).
- Writing reports, policy briefs or other outputs based on the data analysis and the literature on the topic.

### **Supervision**

The consultant will work under the direct supervision of an Education Research Specialist in the Education Section.

### **Methodologies and Tools**

- Methodologies to be used: Qualitative research and data analysis
- Software to be used for data analysis: Nvivo and Microsoft Suite
- Subscriptions that will be required: Nvivo license, which UNICEF Innocenti will provide.

### **Conditions of Consultancy**

- UNICEF Innocenti does not issue computer equipment to consultants. The consultant will be responsible for providing the necessary computer equipment for the consultancy themselves and should include the cost implications of this responsibility in their bid for the consultancy. The cost of software and subscriptions that may be necessary to complete the consultancy (e.g., Microsoft Word) also needs to be factored into the bid for the consultancy. UNICEF Innocenti will provide a license for Nvivo for qualitative data analysis for this consultancy.
- This consultancy may require the consultant to travel in order to complete the required deliverables effectively and efficiently. Travel costs should NOT be included in the bid for the contract as travel costs will be provided at time of travel and approved by consultant's direct supervisor. UNICEF Innocenti does not make travel arrangements for consultants. The consultant will arrange their own travel, clear the anticipated cost with UNICEF and invoice UNICEF for the travel cost as soon as the travel has been completed.

- UNICEF Innocenti will assist consultants with arrangements for visas, work permits, vaccinations, etc.
- UNICEF does not regard Individuals engaged under a consultancy contract as “staff members” under the Staff Regulations and Rules of the United Nations and UNICEF’s policies and procedures. Consultants are therefore not entitled to benefits such as leave, pension 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.
- 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. Prospective consultants are encouraged to ensure that they fully understand (a) the requirements of each deliverable and (b) the workload associated with reaching a deliverable.
- UNICEF Innocenti recognises that, due to the locations of some of its research, events may occur that either delay deliverables or prevent them from being completed. These events need to be reviewed on a case-by-case basis to determine the impact on the payment schedule of the contract. It is UNICEF Innocenti’s objective to be fair to consultants in situations where deliverables are delayed or no longer attainable through no wrongdoing of the consultant.
- Consultants 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.

**Minimum Qualifications required:**  Bachelors  Masters  PhD  Other

**Enter Disciplines:**

Education, Psychology, Sociology or related Social Sciences.

**Knowledge/Expertise/Skills required:**

**Essential skills:**

- Advanced university degree in education, psychology, sociology, social sciences, international development, or another relevant/ related field.
- A minimum of five years of progressively responsible professional work experience at national or international levels in the design and implementation of rigorous research, with developing country-level experience preferred.
- Previous experience in qualitative or mixed-methods research and methods.
- Demonstrated qualitative research skills, including data analysis, data collection methodologies and qualitative instrument development.
- Strong verbal communication/ teamwork skills and demonstrated ability to work well in a geographically dispersed, multicultural team.
- Excellent written and oral communication skills in English *and* French is required.
- Commitment to UNICEF’s core values of care, respect, integrity, transparency, and accountability.

**Desirable qualifications:**

- Experience working in sub-Saharan Africa is strongly desirable.

- Previous experience researching gender topics is an asset.
- Fluency in another UN language is an asset.

**Core Values**

Care, Respect, Integrity, Trust, Accountability, Sustainability

**Competencies**

Builds and maintains partnerships; Demonstrates self-awareness and ethical awareness; Drive to achieve results for impact; Innovates and embraces change; Manages ambiguity and complexity; Thinks and acts strategically; Works collaboratively with others

| # | Deliverables/Output:                                                                                                                                                                                                                                                            | Estimated number of working days | Deadline                                   |
|---|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|--------------------------------------------|
| 1 | Codebook updated and coding completed for primary qualitative data collected from schools across <b>Chad</b> (~90 transcripts), with analytical and thematic memos developed and key messages about female school leadership aligned. Coding is conducted using Nvivo software. | 36                               | By/ Before October 31 <sup>st</sup> 2024   |
| 2 | Analysis of female school leadership in <b>Chad</b> completed (based on coded transcripts and other secondary sources) and qualitative report summarising key findings, messages, and policy recommendations finalized, with internal and external feedback incorporated.       | 25                               | By/before December 15 <sup>th</sup> , 2024 |
| 3 | Support provided with the finalization of the overarching research design - particularly the qualitative part - for the WILL research initiative.                                                                                                                               | 7                                | By/before Jan 5 <sup>th</sup> , 2025       |
| 4 | Research co-creation and communication with in-country partners (e.g., MoEs, COs, etc.) in <b>Country B</b> supported.                                                                                                                                                          | 12                               | By/before Feb 15 <sup>th</sup> , 2025      |
| 5 | Support provided with finalizing (already drafted) data collection tools, managing analysis (alongside a junior researcher), and drafting a report for a small research piece about female leadership in <b>Country C</b> .                                                     | 15                               | By/before Feb 26 <sup>th</sup> , 2025      |
| 6 | Support provided with qualitative data collection preparation in <b>Country B</b> , including creating the analytical approach, tools, ethics board application, and sampling plan and supporting the management of local data collectors/firm in the country.                  | 20                               | By/before Mar 30 <sup>th</sup> , 2025      |

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| 7  | Preparation and execution of a 1-week in-person workshop to co-create qualitative components of the WiLL research, train enumerators, pilot data collection tools in <b>Country B</b>                                                                                                                                                                                                      | 13 | By/before April 30 <sup>th</sup> , 2025  |
| 8  | Regular coordination provided with hired data collectors/ firm while data collection underway in <b>Country B</b> .<br><br>Support provided with qualitative data collection preparation in <b>Country D</b> , including creating the analytical approach, tools, ethics board application, and sampling plan and supporting the management of local data collectors in <b>Country D</b> . | 25 | By/before June 30 <sup>th</sup> , 2025   |
| 9  | Support provided for quality assurance of qualitative transcripts submitted by hired survey firm/ data collectors in <b>Country B</b>                                                                                                                                                                                                                                                      | 5  | By/before June 30 <sup>th</sup> , 2025   |
| 10 | Codebook developed and final coding completed using Nvivo software for all qualitative data collected for <b>Country B</b>                                                                                                                                                                                                                                                                 | 30 | By/before July 31 <sup>st</sup> , 2025   |
| 11 | Analysis on school leadership completed and qualitative analysis embedded into a report for <b>Country B</b> , with country-report finalized accounting for all internal and external reviews                                                                                                                                                                                              | 20 | By/before August 31 <sup>st</sup> , 2025 |
| 12 | Support provided to alternative dissemination or research communication activities for the WiLL project upon request, including donor reporting.                                                                                                                                                                                                                                           | 15 | By/before August 31 <sup>st</sup> , 2025 |