

Individual Consultancy: International Consultant to provide technical support for the data processing and analysis of the Covid-19 Socio-economic Impact Assessment – Wave 14



UNICEF Cambodia

1. Background

The Cambodia Country Office is seeking a consultant to support the data analysis and interpretation of the findings of the Wave 14 of the Covid-19 Socio-economic Impact Assessment implemented by UNICEF in partnership with WFP and ADB. The COVID-19 Socio Economic Impact Assessment (SEIA) is underway in Cambodia since August 2020 and set to have a final round of data collection in April/May 2023 (round 14). The overall objective of this high frequency study is to provide timely information to Government agencies and development partners on the short- and medium-term effects of COVID-19 across a wide range of socio-economic indicators and, more recently, the price crisis on socio-economic situation of households in Cambodia. The instrumental role of this evidence has led to the decision to continue the study so that longer-term can be identified and can be used to inform long term policy and programme decisions in 2023 and beyond, including through adding one more wave of the high-frequency survey based on available resources.

The consultant will be engaged in the implementation of the Wave 14 of the Study, through provision of quality assurance and required capacity building for the questionnaire administrator in collaboration with the company GeoPoll that is a long-term partner for the high-frequency surveys implemented under this study. Subsequently, the consultant is expected to monitor data collection, conduct data management tasks, and complete analysis, including of a number of composite indicators; will be required to summarize information and develop presentations emphasizing trends and the current situation of households in Cambodia. The dashboard established under the survey will require data quality assurance. The consultant will play an important role in summarizing information and supporting the dissemination of finding within and outside of UNICEF, including with Development Partners and Government counterparts through the development of high-quality presentations and other technical inputs.

2. Purpose

Under the direct supervision of the Chief Social Policy (P4), the consultant will be responsible for:

- Managing the quality assurance of the data collection, ensure data quality in the survey dashboard. In this regard, consultant is expected to provide continuous technical inputs and training on questionnaires if the need occurs.
- Data management, calculation of composite indicators and data analysis for the summary of findings
- Support the quality assurance of the dashboard and the survey database in support of the management of the finalization of the contract with the data collection firm.

3. Work Assignment

Support the delivery of the data collection for Round 14 of the COVID-19 socio-economic impact study.

- Support the oversight of the data collection process, ensure technical troubleshooting as needed, as well as quality of the process with the data collection vendor through continuous communication with subcontracted vendor.
- Coordinate the development and update of questionnaires to be used in round 14, including sharing with other team members within UNICEF and with WFP and ADB, proposing changes, collecting feedback and coordinating translation of changes in questionnaire
- Conduct quality assurance of data being collected, ensuring consistency of data. Sharing issues with data collection firm/institution and ensuring these are fixed in final dataset
- Quality assurance of the dashboard
- Provide input and materials for training and refresher training of enumerators
- Programme and calculate composite indicators after each round of data collection
- Undertake basic analysis and disaggregation of data collected after every round
- Data management
- Prepare summary of findings based on round 14 of data, including through developing a presentation with updated findings for sharing with wider audience

4. Qualifications or Specialized Knowledge/Experience Required

Qualifications and Experience

A university degree at minimum master level in one of the following fields is required: Economics, development economics, social sciences, public health, international development, public policy, research methods, or another relevant technical field where research methods including quantitative research methods were an integral part of the training

Knowledge and Skills

- A minimum of five years of professional experience in one or more of the following areas is required: Research in development, including design of research methods, ideally in child development; quantitative data analysis and reporting, data management and experience in using statistical packages such as Stata, R or equivalent.
- Experience in managing and analysing longitudinal data is a must.
- Experience in qualitative and quantitative research methods
- Experience in using a statistical programme (R or STATA) and Excel
- Knowledge of the nutritional situation and nutrition services in Cambodia, especially for Severe Acute Malnutrition
- Relevant experience in a UN system agency or organization is considered as an asset.

Core competencies skills

- Nurtures, Leads and Manages People (1)
- Demonstrates Self Awareness and Ethical Awareness (2)
- Works Collaboratively with others (2)
- Builds and Maintains Partnerships (2)
- Innovates and Embraces Change (2)
- Thinks and Acts Strategically (2)
- Drives to achieve impactful results (2)
- Manages ambiguity and complexity (2)

Functional Competencies

- Persuading and influencing (1)
- Applying technical expertise (1)
- Learning and researching (2)
- Planning and organizing (2)

Languages

Fluency in English is required. Knowledge of Khmer is considered as an asset.

5. Location

The consultancy will be based in Phnom Penh, Cambodia.

6. Duration

The consultancy is expected to last from 30 April to 30 June 2023, with an approximate time dedication of 15 days.

7. Deliverables

Deliverables	Number of days	Date of completion
Manage the Wave 14 data collection	15 days	1 June 2023
1. Support oversight and quality assurance of processes under the contract of the sub-contracting company	2 days	2 weeks before the data collection
2. Clean data and quality assured dashboard for wave 14	5 days	2 weeks after completion of wave 14 data
3. Processed data set with graphs for wave 14	3 days	2 weeks after completion of wave 14 data
4. Updated PPT with information from wave 14 (short and long versions)	5 days	2 weeks after receipt of final/clean data

8. Reporting Requirements

Based on the deliverables specified above, the below outputs are expected. These refer to the reports to be produced and don't include the deliverables mentioned in the table above that include interim steps.

- Clean and final questionnaires for every wave of data collected
- Clean and develop final data sets for the wave 14
- Final processed and analysed data sets including composite indicators, disaggregated tables of key variables and graphs for the wave 14
- One short and one long Power Point Presentation summarizing key findings after the wave 14

9. Payment Schedule linked to deliverables

100% upon satisfactory completion of deliverables

10. Administrative Issues

The consultancy will be based in Phnom Penh, Cambodia. The consultant will work from his/her own premises. Office space can be provided to the consultant if space is available.

11. Contract supervisor

The contract will be supervised by the Chief, Policy and Public Finance for Children.

12. Nature of 'Penalty Clause' to be Stipulated in Contract

Unsatisfactory performance: In case of unsatisfactory performance the contract will be terminated by notification letter sent five (5) business days prior to the termination date in the case of contracts for a total

period of less than two (2) months, and ten (10) business days prior to the termination date in the case of contracts for a longer period

Performance indicators: Consultants' performance will be evaluated against the following criteria: timeliness, quality, and relevance/feasibility of recommendations for UNICEF Cambodia.

13. Submission of applications

Interested candidates are kindly requested to apply and upload the following documents to: <http://www.unicef.org/about/employ/>

- Letter of Interest (cover letter)
- CV or Resume
- Performance evaluation reports or references of similar consultancy assignments (if available)
- Financial proposal: All-inclusive lump-sum cost including travel and accommodation cost for this assignment as per work assignment.

The deadline for applications is 14 days after the advertisement date.

14. Assessment Criteria

A two-stage procedure shall be utilized in evaluating proposals, with evaluation of the technical proposal being completed prior to any price proposal being compared. The Contract shall be awarded to candidate obtaining the highest combined technical and financial scores, subject to the satisfactory result of the verification interview.

Applications shall therefore contain the following required documentation:

1. Technical Proposal, including a cover letter, updated CV, copies of 2 relevant survey reports of similar scope to this consultancy performed earlier by the consultant. Technical proposal to include the approach to data collection quality supervision, data quality assurance, quality assurance of dashboards, development of indicators, analysis of data for summarization into a PPT, approach to development of adapting questionnaires, and what would be the approach to drafting policy briefs.
2. Financial Proposal: Lump-sum offer with the cost breakdown: Consultancy fee, travel costs (economy class), per-diem to cover lodging, meals, and any other cost related to the consultant's stay in Phnom Penh, including transportation inside the city and other costs. The travel (if involved) shall be based on the most direct and economy fare. No financial information should be contained in the technical proposal.

For evaluation and selection method, the Cumulative Analysis Method (weight combined score method) shall be used for this recruitment:

a) Technical Qualification (max. 100 points) weight 70 %

- Degree Education in Economics, development economics, social sciences, public health, international development, public policy, research methods, or another relevant technical field where research methods including quantitative research methods were an integral part of the training (30 points)
- Knowledge of Stata or R AND Excel, as well as knowledge of analysis and management of longitudinal data (20 points)
- Experience in data collection, management and analysis of longitudinal data sets and data collection processes, including development of questionnaires, development of indicators, data cleaning, data analysis and reporting (20 points)
- Quality of past work (examples of past work to be shared) (20 points)
- Experience and knowledge in nutrition, especially in Cambodia (10 points)

b) Financial Proposal (max. 100 points) weight 30 %

The maximum number of points shall be allotted to the lowest Financial Proposal that is opened /evaluated and compared among those technical qualified candidates who have attained a minimum 70 points score in the technical evaluation. Other Financial Proposals will receive points in inverse proportion to the lowest price.