

United Nations Children’s Fund (UNICEF)

Bangkok, Thailand

*Vacancy Announcement*

Issue Date: 6 August 2024

Closing Date: 27 August 2024

## Consultancy – Formative Evaluation of Adolescent Girls’ Focused Programming in East Asia and Pacific

UNICEF works in some of the world’s toughest places, to reach the world’s most disadvantaged children. To save their lives. To defend their rights. To help them fulfilling their potential.

Across 190 countries and territories, we work for every child, everywhere, every day, to build a better world for everyone.

And we never give up.

### **For every child, a better future**

UNICEF works to ensure the rights of all children in the East Asia and Pacific Region. This means the rights of every child living in this country, irrespective of their nationality, gender, religion or ethnicity, to:

- **survival** – to basic healthcare, peace and security;
- **development** – to a good education, a loving home and adequate nutrition;
- **protection** – from abuse, neglect, trafficking, child labour and other forms of exploitation; and
- **participation** – to express opinions, be listened to and take part in making any decisions that affect them

### **How can you make a difference?**

UNICEF East Asia and Pacific Regional Office is seeking three individual consultants who will work together to deliver the evaluation. The required individual consultants are the following: (1) Team Lead Evaluator (2) Senior/Middle Level Consultant and (3) Data Analyst/Researcher. The purpose of this formative evaluation is to assess how adolescent girls programming is progressing in the countries in the region, and document good practices and lessons from the ongoing programming. More specifically, the evaluation is expected to identify areas for improvement, to increase programme efficiency and effectiveness and ensure accountability to realize results for the adolescent girls’ programme.

**Work assignment** (remote/ home-based modality, with some travel to countries anticipated ), **Expected deliverable and Delivery schedule:**

The assignment will involve travel to 2-3 countries.

This section describes the specific deliverables for each individual consultant including the actual days they expected under each phase as shown in [Tables 3, 4 and 5](#).

### [Team Lead Evaluation Expert](#)

**Table 3: Duration, Tasks, deliverable and time frame for Team Lead Evaluator Expert**

Phase	Key Tasks	Deliverable	Time Frame
Inception (10 working days)	<ul style="list-style-type: none"> <li>Introduction kick off meeting/initial meetings with key UNICEF and key stakeholders.</li> <li>Review the adolescent girls’ programme interventions and literature, policy documents and guidelines.</li> <li>Conduct field mission visits to three COs and Regional Office as part of the inception</li> <li>Development of evaluation matrix and stakeholder mapping exercise.</li> <li>Develop evaluation methodology, and data collection tools.</li> <li>Clear off and/or approve data collection tools before actual field data collection.</li> <li>Draft and submit inception report as per UNEG norms and standards.</li> <li>Submit documentation for Institutional Review Board (IRB) for submission by UNICEF.</li> <li>Devise criteria for selecting countries for actual data collection and share with UNICEF and ERG for approval.</li> <li>Ensure the participation of children and adolescents.</li> <li>Produce a dissemination plan for the evaluation with suggested dissemination products.</li> </ul>	<p>Approved Inception Report</p> <p>IRB certificate issued.</p> <p>Approved Dissemination plan</p>	16 <sup>th</sup> Sept to 15 <sup>th</sup> Nov 2024
Data collection, analysis, and validation workshop (15 working days)	<ul style="list-style-type: none"> <li>Conduct Key Informant Interviews in elected <u>COs and Regional Level</u></li> <li>Conduct at least 2 field missions to oversee data collection process.</li> <li>Ensure the engagement of adolescents throughout the data collection process.</li> <li>Work with the Researcher/Data Analyst to ensure that data analysis is undertaken, and that all data are analyzed, both quantitative and qualitative data with appropriate software</li> <li>Prepare PowerPoint of preliminary findings, conclusions, lessons learned, recommendations.</li> <li>Organize a validation workshop with key stakeholders including adolescents to discuss preliminary findings and agree on strategic recommendations.</li> </ul>	Validation report with evaluation recommendations	29 <sup>th</sup> Nov –31 <sup>st</sup> Jan 2025
Reporting and dissemination of findings (15 working days)	<ul style="list-style-type: none"> <li>Draft final report</li> <li>Present the final report to the key stakeholders.</li> <li>Present a near final report to the ERG for feedback</li> <li>Address ALL comments from stakeholders.</li> <li>Submit final report based on the UNEG evaluation guidance for report writing and Geros template.</li> <li>Submit a simplified summary with infographics for key findings for access by adolescent (an adolescent friendly version of the report), 3-5 pages</li> <li>Undertake key dissemination activities for different audiences.</li> </ul>	<p>Draft report</p> <p>Final report</p> <p>Adolescent summary report with infographics</p>	31 <sup>st</sup> Jan – 31 <sup>st</sup> March 2025

Phase	Key Tasks	Deliverable	Time Frame

**Total working days: 40**

**Note:** Due dates may shift due to unforeseen circumstances and with agreement of the supervisor/manager without need for amendments as long as the overall fee remains the same.

**Additional Notes for the Team Lead**

- Team Lead quality assures all evaluation products (deliverables shown in Table 3) before they are shared with UNICEF for review by the evaluation manager and ERG and advisory committee and/or task force.
- Make a presentation to the Evaluation Reference Group (ERG) and other stakeholders, including programme focal persons.
- An inception report with annexes, operational plan, field-tested and translated data collection tools presented and endorsed ERG members and UNICEF.
- The consultants will complete the documentation for ethical review based on template issued by UNICEF.
- Draft report of findings/ recommendations presented to ERG, UNICEF, and relevant stakeholders at a validation workshop, including an update on the results framework of the projects and/or TOC.
- Final report incorporating feedback from ERG, UNICEF, and other stakeholders submitted including annexes is expected to meet the norms and standards as stipulated in the UNICEF evaluation report format [UNICEF-adapted Evaluation Reports Standards](#) and minimum standards of [Global Evaluation Report Oversight System](#) (GEROS).
- Ensure the report has an executive summary, maximum of 5 pages outlining the evaluation process, findings, lessons learnt, conclusion and recommendations, the main report (excluding annexes) to be 50 pages maximum. All annexes to be submitted separately as Vol. 2.
- All submission will be in English and consultants to use the UNICEF guide for writing which will be submitted at inception.
- An Adolescent friendly summary version of the final report produced with infographics; 3- 5 pages maximum.
- Dissemination plan with clear target population identified and communication products for each stakeholder suggested.

**Evaluation methodology (guide for Team Lead)**

The Team Lead Evaluator is expected to develop an evaluation methodology that incorporates a grounded methodology and analytical approach. This will be refined and finalized at inception. The evaluation must go beyond the act of simply describing and summarizing the key features of the programme. It should enable investigation into the merits of the diverse adolescent programmes in the participating countries stated in **Table 1**. The minimum expectations for data collection will include:

- A theory-based approach, which entails an assessment of the results framework. Discussion of whether to include consider the TOC will be firmed up at inception, but suggestions can be included as part of the proposal.
- Primary data which will employ participatory approaches, utilizing both qualitative and quantitative methods and working closely with adolescent girls (and boys) – specific sampling criteria will be discussed to ensure systematic engagement and participation of adolescent girls. The formative evaluation is expected to incorporate, at a minimum, a range of qualitative methods that also include in-depth document review; key

informant interviews (KII), focus group discussions (FGD), and validation workshops. A detailed case study of an adolescent programme can be highlighted to show success and draw lessons for replication to other ongoing programmes.

- The workshops should take the human-centered design workshops or any other relevant format to ensure interactivity and meaningful participation to draw effective results.
- The evaluation will ensure the meaningful participation of adolescent girls throughout the process, adhering to the do-no-harm principle as described under the **ethical procedure section**.
- Quantitative approaches such as surveys should be considered as appropriate, with proper sampling procedures to ensure coverage and reach. Clear sampling procedures will need to be developed and presented in the technical proposal.
- The use of photographic evidence by adolescent girls is encouraged. Appropriate technology can be used in situations where remote data collection is not a possibility, though we strongly encourage in-person data collection. Real time data collection technologies such as ODK and many others can be used. However, the team needs to consider the cultural sensitivity and security context of the countries being evaluated.
- Data should be disaggregated by gender, location and age of respondents, disability, and other disaggregation factors.
- Data analysis must cover the adolescent programme performance against set objectives and indicators.
- A human rights approach, equity and integration of gender and disability is necessary. Climate change integration can be integrated where appropriate. Ensure that the gender for each respondent is captured to facilitate a gender lens to the evaluation.

### Senior/Middle level Consultant

The Senior and/or Middle Level Consultant is expected to work closely with the team members to ensure the evaluation is completed on time and support all the tasks listed below and ensure timely submission of deliverables. Note that the key role for the Senior/Middle level Consultant is to support the Team Lead and Data Analyst/Researcher.

**Table 4: Duration, Tasks, deliverable and time frame for Senior/Middle Level Consultant**

Phase	Key Tasks to support Team Lead and Data Analyst/Researcher	Deliverable	Time Frame
Inception <b>(10 working days)</b>	<ul style="list-style-type: none"> <li>• Introduction kick off meeting/initial meetings with key UNICEF and key stakeholders.</li> <li>• Review the adolescent girls’ programme interventions and literature, policy documents and guidelines.</li> <li>• Support the development of evaluation matrix and stakeholder mapping exercise and ensure that adolescents are not let out.</li> <li>• Work with the Team Lead to develop evaluation methodology, and data collection tools.</li> <li>• Support the writing of the draft inception report as per UNEG norms and standards.</li> <li>• Work with Team Lead to submit documentation for Institutional Review Board (IRB) for submission by UNICEF.</li> <li>• Work with other consultants to devise a criterion for selecting countries for field missions.</li> <li>• Ensure the participation of children and adolescents.</li> </ul>	<p>Inception Report writing supported.</p> <p>IRB certificate issued.</p> <p>Dissemination plan</p>	16 <sup>th</sup> Sept to 15 <sup>th</sup> Nov 2024

Phase	Key Tasks to support Team Lead and Data Analyst/Researcher	Deliverable	Time Frame
	<ul style="list-style-type: none"> <li>Support the team lead to develop a dissemination plan for the evaluation with suggested dissemination products for the different audiences with a clear plan targeting adolescents from various socio-economic backgrounds and those living with disability.</li> </ul>		
<b>Data collection, analysis, and validation workshop (15 working days)</b>	<ul style="list-style-type: none"> <li>Assist the data collection process, including testing of the tools and interview with identified evaluation interviews in selected <u>COs and Regional Level</u></li> <li>Ensure the engagement of adolescents throughout the data collection process, and document ethical issues that arise and how the team addressed.</li> <li>Support data analysis and ensure all data are analysed, both quantitative and qualitative data with appropriate softwares</li> <li>Ensure data collected shows gender and age differences and other disaggregation criteria.</li> <li>Work with Team Lead to prepare PowerPoint preliminary findings, conclusions, lessons learned, recommendations.</li> <li>Work with Team Lead to organize a validation workshop with key stakeholders including adolescents to discuss preliminary findings and agree on strategic recommendations.</li> </ul>	Validation report with evaluation recommendations, and power point	29 <sup>th</sup> Nov –31 <sup>st</sup> Jan 2025
<b>Reporting and dissemination of findings (10 working days)</b>	<ul style="list-style-type: none"> <li>Work with the team leader to draft the evaluation report and ensure it follows the UNEG evaluation guidance for report writing and UNICEF GEROS template.</li> <li>Ensure integration gender and adolescents in the report.</li> <li>Participate in the presentation of the final report to the key stakeholders, ERG including adolescents.</li> <li>Address ALL comments from stakeholders, adolescents, and ERG as part of second draft report. Submit the report to the Team Lead to finalize.</li> <li>Submit a simplified summary with infographics for key findings for access by adolescent (an adolescent friendly version of the report)</li> <li>Undertake key dissemination activities for different audiences.</li> </ul>	Draft report  Second Draft that incorporates all comments.  Comments matrix response  Adolescent summary report with infographics	31 <sup>st</sup> Jan – 31 <sup>st</sup> March 2025

**Total working days: 35**

Note:

- The Senior/Middle Level Consultant is expected to **ACTIVELY** support the write-up of the deliverables listed.
- Due dates may shift due to unforeseen circumstances and with agreement of the supervisor/manager without need for amendments as long as the overall fee remains the same.

### Data Analyst/Researcher

**Table 5: Duration, Tasks, deliverable and time frame for Data Analyst/Researcher**

Phase	Key Tasks in support of Team Lead and Senior/Middle Level Consultant	Deliverable	Time Frame
Inception (5 working days)	<ul style="list-style-type: none"> <li>Gather appropriate documentation on the adolescent girls' programme interventions and literature, policy documents and guidelines and share with the Team Lead and Gender. Ensure all documents are properly referenced for inclusion in the final report.</li> <li>Participate in the introduction kick off meeting initial meetings with key UNICEF and key stakeholders and record the meeting.</li> <li>Support the Team Lead and Senior/Middle Consultant on stakeholder mapping development and ensure that adolescents are not left out.</li> <li>Work with the team members to develop data collection tools for sign off by team lead and UNICEF.</li> <li>Complete documentation for Institutional Review Board (IRB) for submission by UNICEF.</li> </ul>	<p>Reference list of documents reviewed.</p> <p>Meeting notes drafted and shared with UNICEF.</p> <p>Evaluation tools drafted.</p>	16 <sup>th</sup> Sept to 15 <sup>th</sup> Nov 2024
Data collection, analysis, and validation workshop (10 working days)	<ul style="list-style-type: none"> <li>Work with COs focal person to prepare a programme for primary data collection in consultation with Team Lead and Senior/Middle Level Consultant</li> <li>Ensure data tools are tested before they are finalised.</li> <li>Ensure a risk matrix and mitigation measure for the evaluation is in place.</li> <li>Conduct field missions to collect data with target populations in the selected evaluation COs and sites, ensuring hard to reach geographical sites and hard to reach population adolescents.</li> <li>Provide weekly updates to Team lead, Senior/Middle Level Consultant and ERG on data collection for all the countries data collection is ongoing.</li> <li>Submit a summary report of the field data collection, including challenges, ethical issues encountered and mitigation measures.</li> <li>Lead quantitative and qualitative data analysis with appropriate softwares and share statistics and qualitative summaries with Team Lead and Senior/Middle Level Consultant for the report.</li> <li>Support the development of the PowerPoint of preliminary findings, conclusions, lessons learned, recommendations for the validation workshop, including infographics.</li> <li>Work with the team members to organize a validation workshop with key stakeholders including adolescents to discuss preliminary findings, agree on strategic recommendations, and record the discussions</li> </ul>	<p>Itinerary for field data collection developed.</p> <p>Field trip report which includes how ethical issues</p> <p>Statistical tables and qualitative summaries produced.</p> <p>Validation workshop report with evaluation recommendations</p>	29 <sup>th</sup> Nov –31 <sup>st</sup> Jan 2025
Reporting and dissemination of findings (10 working days)	<ul style="list-style-type: none"> <li>Support the Team Lead and Senior/Middle Level Consultant to draft evaluation report, and ensure it follows UNEG norms and standards for evaluation report and Geros.</li> <li>Actively participate in the ERG when final report is presented and record the meeting.</li> <li>Work with the team members to ensure that all comments are addressed.</li> <li>Draft infographics and summary key findings for access by adolescent (an adolescent friendly version of the report) and share with the Team lead and Senior/Middle Level Consultant for finalisation.</li> <li>Participate in key dissemination activities for different audiences and record meetings.</li> </ul>	<p>ERG notes drafted.</p> <p>Tracking matrix for comments developed</p> <p>Adolescent summary report with infographics</p> <p>Dissemination meeting notes</p>	31 <sup>st</sup> Jan – 31 <sup>st</sup> March 2025

Phase	Key Tasks in support of Team Lead and Senior/Middle Level Consultant	Deliverable	Time Frame
		recorded with action points.	

**Total working days: 25**

Note:

- The Data Analyst/Researcher is expected to **ACTIVELY** support the Team Lead and Senior/Middle Level Consultant to ensure the success of the evaluation.
- Due dates may shift due to unforeseen circumstances and with agreement of the supervisor/manager without need for amendments as long as the overall fee remains the same.

### Additional Notes

- The successful consultant should be able to develop, translate and pilot the tools before actual data collection.
- Secondary data and evidence through the adolescent programme documents and available such as progress reports, annual reports, evaluations, etc, can be obtained from UNICEF, as well as policy documents on adolescent girl programming, and others from the implementing partners.

### Level of effort for each consultant

The assignment will be completed in about 100 working days. The level of effort for the different team members is proposed in Table 6. There will be three separate individual contracts for the Team Leader, Senior/Middle Level Consultant and Data Analyst/Researcher. Payment will consider the level of effort of each consultant.

**Table 6: Illustrative allocation of level of effort across phases**

Consultant	Inception	Data collection, analysis, and validation workshop	Reporting and dissemination of findings	Total
Team Leader Evaluator	10	15	15	<b>40</b>
Senior/Middle Level Consultant	10	15	10	<b>35</b>
Data Analyst/Researcher	5	10	10	<b>25</b>
<b>Total</b>	<b>25</b>	<b>40</b>	<b>35</b>	<b>100</b>

**Duration of Contract:** 16 September 2024 – 15 May 2025

The start date is upon signing the contracts, and duration is 7 months. The timing includes review of products by the stakeholders.

**Duty Travel:** Fieldwork travel for data collection is expected to at least 2-3 countries implementing the adolescent programme. The COs to be visited and criteria for selection will be finalized at inception. The contractor should provide their own computer and communication devices, internet connections, and workspace. They should also

have to arrange for their own logistics, transport, communication, insurance, and security (see also section 7 for further details).

**To qualify as an advocate for every child you will have...**

### Consultants Qualifications

#### **Team leader Evaluation Expert should have the following key qualifications.**

- A post-graduate or Master's degree in social science, development studies, international relations or economics, or related fields from a reputable institution, combined with a recognized certificate in evaluation theories and methods.
- At least 15 years of professional experience in evaluation related to at least two of the priority areas covered by the adolescent girls' programmes (Health and Nutrition, Education, Child Protection, WASH and Social Protection); experience in gender equality, child rights; experience in evaluation of development/humanitarian programmes and projects, particularly with UNICEF, other UN agencies, as well as for UNICEF EAPR region.
- Extensive knowledge and understanding of adolescent contemporary issues, debates, and challenges in global childhood adolescents and knowledge of UNICEF work with adolescent girls, including in the EAP region.
- Extensive knowledge of and experience in current evaluation methods and approaches, particularly formative and forward-looking approaches, and participatory methods in evaluations.
- Excellent analytical and evaluation skills, including a sound knowledge of qualitative and quantitative methods with strong technical experience in evaluation design.
- Demonstrated experience conducting participatory evaluations, including on adolescent programming or related projects on potentially sensitive topics such as gender-based violence, harmful practices, and others.
- Experience conducting evaluations and research in partnership with adolescents/adolescent girls or youth is desirable.
- Experience in generating strategic, useful, and action-oriented recommendations to senior management and programming staff.
- Proven experience managing an evaluation team.

#### **Senior/Middle Level Consultant**

- A Master of Science in Social Sciences, or related fields from a reputable institution in any of the following disciplines: education, psychology, sociology, international development/relations, social work, or law and justice with a focus on childhood and adolescent studies.
- Extensive knowledge and understanding of adolescent contemporary issues, debates, and challenges in global childhood adolescents and knowledge of UNICEF work with adolescent girls, including in the EAP region.
- At least 10 years' experience in coordinating young people centered partnerships, guiding strategic implementation of adolescent initiatives, providing technical advice, and influencing policies for youth empowerment, especially in EAP.
- At least 10 years of professional experience in evaluation related to at least two of the priority areas covered by the adolescent girls' programmes (Health and Nutrition, Education, Child Protection, WASH and Social Protection); experience in gender equality, child rights; experience in evaluation of



development/humanitarian programmes and projects, particularly with UNICEF, other UN agencies, as well as for UNICEF EAPR region.

- Proven record and strong substantive background in evaluation (especially formative evaluation) undertakings at regional level with adolescents with the UN.
- Experience working with governments and UN agencies providing support adolescent programmes in the region.
- Experience in second-decade education, adolescent development, youth skilling, youth employment, youth entrepreneurship or social impact is an asset.
- Prior experience in promoting innovative approaches and best practices through advocacy and advisory services for adolescent girls.
- Prior experience working on evidence informed adolescent girls' targeted programming, mobilization and advocacy is an asset.

#### **Data Analyst/Researcher**

- A Master of Science degree in one of the following fields is required: education, economics, psychology, sociology, statistics, demography, or another relevant technical field.
- At least five years of professional experience in social science research, or related fields, focusing on adolescent research in EAP.
- Experience in conducting research in partnerships with adolescents/adolescent girls or youth is desirable.
- Proven experience conducting participatory evaluations on adolescent related projects on potentially sensitive topics such as gender-based violence, harmful practices, and others in EAP.
- Demonstrated work on qualitative data collection methods and analysis techniques and strong experience of analyzing qualitative data.
- Demonstrated experience in statistical data analysis involving large data sets is required.
- Proven experience drafting quality research outputs for different stakeholders and audiences is required.
- Experience working in a developing setting, managing programmes and/or research is required.
- Relevant experience in a UN system agency or organization is considered as an asset.
- Developing country work experience and/or familiarity with emergencies in EAP.

#### **Key competencies for all members of the evaluation team**

- Excellent written and oral communication skills in English;
- Commitment and willingness to work as a team to achieve the outcome of this evaluation.
- Work with limited regular supervision; must demonstrate adaptability and flexibility, client orientation, proven ethical practice, initiative, concern for accuracy and quality.
- Experience with the ethics of evidence generation; experience collecting data from vulnerable groups; familiarity with ethical safeguards.
- Ability to travel to remote areas of the countries to oversee and/or conduct fieldwork.
- Strong interpersonal, communication and organizational skills.
- Proven experience working with adolescent girls and/young people.
- Fluency in the local language is necessary to manage field data collection.

The selected individuals are expected to be available for the duration of the assignment and actively participate at all the stages of the evaluation based on their level of effort as shown in [Table 6](#). The team leader is expected to undertake at least two in-country missions and one Regional during the evaluation, especially during the inception phase, fieldwork/analysis phase and validation workshops.

## APPLICATION PROCESS

Consultants are expected to indicate ONE role (Team Lead Evaluator or Senior/Middle Level Consultant or Data Analyst/Researcher) that they would like to apply for when submitting the application and use the template attached (Annex 1, 2, and 3 respectively to demonstrate the technical skills and knowledge require to carry out the exercise. The consultants are expected to work together, and each will contribute their deliverables as stated in Section 4 to ensure the ultimate achievement of the final products for this assignment.

Applications can be submitted either by *an individual consultant* or by *individuals proposing to work together as a team*. It is important to note individual contracts will be issued to each team member, and that **payments will be made by key deliverables at each phase as stated in Table 7**. Interested candidates – either as individual applicants or jointly when applying as a team should indicate which consultancy they are applying for (Team Leader; Senior/Middle Level Consultant; Data Analyst/Researcher).

### Team Lead Evaluator application process

Only the individual applying for the team role is expected to submit a brief proposal (5-10 pages) outlining how they understand the TOR and proposed innovative methodology which incorporates suggestions as described in section 4 and guideline shown below. Other documents to be included are;

1. Cover letter (2-page maximum) to include availability as per indicative timeline, and an outline of how the applicant(s) match the required skills and experience outlined in these terms of reference.
2. Complete [Annex 1](#) Form to show technical skills and related knowledge.
3. Three recent examples of relevant work
4. Curriculum Vitae and/or Resume
5. Contact details for three references for whom an evaluation has been conducted, one for UNICEF.
6. Cost- Indicate Daily Rate in United States Dollars

### **Senior/Middle Level Consultant and Data Analyst/Researcher**

A proposal is NOT to be submitted by the Senior/Middle Level Consultant and Data Analyst/Researcher. Only the following documents should be submitted upon which the assessment will be based.

1. Cover letter (2-page maximum) to include availability as per indicative timeline, and an outline of how the applicant(s) match the required skills and experience outlined in these terms of reference.
2. Completed [Annex 2 Form](#) (Applicable to Senior/Middle Level) OR [Annex 3](#) Form (Applicable to Data Analyst/Researcher) to show technical skills and related knowledge.
3. Three recent examples of relevant work

4. Curriculum Vitae and/or Resume
5. Contact details for three references for similar assignments.
6. Cost- Indicate Daily Rate in United States Dollars

**For every Child, you demonstrate...**

UNICEF's values of Care, Respect, Integrity, Trust, Accountability, and Sustainability (CRITAS).

To view our competency framework, please visit [here](#).

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UNICEF is here to serve the world’s most disadvantaged children and our global workforce must reflect the diversity of those children. [The UNICEF family is committed to include everyone](#), irrespective of their race/ethnicity, age, disability, gender identity, sexual orientation, religion, nationality, socio-economic background, or any other personal characteristic.

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.

UNICEF has a zero-tolerance policy on conduct that is incompatible with the aims and objectives of the United Nations and UNICEF, including sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination. UNICEF also adheres to strict child safeguarding principles. All selected candidates will be expected to adhere to these standards and principles and will therefore undergo rigorous reference and background checks. Background checks will include the verification of academic credential(s) and employment history. Selected candidates may be required to provide additional information to conduct a background check.

**Remarks:**

Only shortlisted candidates will be contacted and advance to the next stage of the selection process.

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. 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.

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.