

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> </ul>	<p>ERG notes drafted.</p> <p>Tracking matrix for comments developed</p>	31 <sup>st</sup> Jan – 31 <sup>st</sup> March 2025

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	<ul style="list-style-type: none"> <li>Participate in key dissemination activities for different audiences and record meetings.</li> </ul>	Adolescent summary report with infographics  Dissemination meeting notes 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.