

TERMS OF REFERENCE

Individual Contractor: Social Protection - Data analyst and Community Based Monitoring (CBM) (full time) - Open to Indian Nationals only

Duty Station: New Delhi

Contract Duration: 10 months (full-time)

Closing Date: 28th February 2022

1. BACKGROUND / RATIONALE

The focus of the country programme 2018-2022 is to support the Government and UNICEF staff with social protection data, evidence, and analysis work that can help advocate suitable policies and programme development for children and adolescents, especially the disadvantaged. Accessing a timely, reliable, and relevant data is one of the major bottlenecks towards policy dialogue, advocacy and programme design, specially at the aggregate levels. UNICEF in India is committed to addressing the needs of the most marginalized/vulnerable children and women, in rural, urban, tribal and those living in fragile humanitarian context. Social policy, outcome area - 6 aims to strengthen policies and systems that ensure children particularly the most disadvantaged and excluded progressively benefit from effective and inclusive social services and social protection systems, that is informed by equity focused data and evidence to support the government in implementation and monitoring of SDGs, at the core of which is the 'Last mile'.

ISP supports various kind of data analysis and system support towards programming, that includes data mining for relevant research and analysis, to inform equity gaps. Maintaining internal database on children and adolescent around key social protection results and support to thematic and technical briefs, discussion papers, design documents etc. This entails working with unit level data from surveys, census and MIS etc. including real-time data collection through community based and other innovative approaches using technology platforms. It is in this context; this consultancy assignment is envisaged to provide a robust data analysis and monitoring support to strengthen social protection policies, programmes and advocacy efforts for children, adolescents, and women.

2. PURPOSE OF ASSIGNMENT

The purpose of the assignment is to provide sustained technical support to UNICEF staff and Government to strengthen inclusive social protection policies and programmes with specific reference to children and adolescents. The key areas of support will include:

- Provide information management and data analysis support to inform social protection programming and advocacy at national and sub-national levels, including reporting on results
- Providing supportive supervision and coordination support to CBM 2.0 PLUS activities, including planning, monitoring, questionnaire preparation, field implementation and results compilation

3. OBJECTIVE/S

- a) Support maintaining social protection programme and policy database (government policies, circular, minutes) with classification of records for easy access and retrieval
- b) Develop / maintain programme data base on key social protection indicators using secondary survey's, evaluation, monitoring and MIS report including Lok Sabha questions and other relevant and reliable data in public domain

- c) Provide supportive supervision, quality assurance and technical support to CBM 2.0 field survey, including periodic analysis and development of PPT for quick data analysis and dissemination

4. MAJOR TASKS TO BE ACCOMPLISHED

- a) Provide support to develop and maintain social security and social welfare data, using multiple sectoral MISs/surveys and reports, including Lok Sabha questions /record etc.
- b) Develop analytical reports, table, infographics, for various types presentation (PPT, reports, brochures for advocacy and policy influencing (e.g. coverage and trend analysis at decentralized and aggregate levels)
- c) Provide support and maintain social protection MIS to allow easy retrieval of information for progress tracking and reporting of social protection results at national and sub-national level
- d) Maintain data to generate information, analytical report for internal progress tracking and advocacy around social protection themes – PMMVY, NREGS, PDS, Girl Child Cash Grant, THR, MDM, etc.
- e) Support review reports/proposal from consultants on social protection to address data inconsistency and quality assurance as and when needed, including establishing an internal system for reporting on results
- f) Support coordination, management and data analysis support, including quality for CBM-2.0 survey led by CSO partner network and UNICEF programme sections. This will also include supporting quick data analysis and dissemination for UNICEF national team

5. DELIVERABLES AND DEADLINES

S. No.	Major Task	Deliverable	Specific delivery date/deadline for completion of deliverable	Estimated travel required for completion of deliverable
1	Provide support to develop and maintain social security and social welfare data, using multiple sectoral MISs/surveys and reports, including Lok Sabha questions /record etc.	Monthly progress report	Monthly	None
2	Develop analytical reports, table, infographics, for various types presentation (PPT, reports, brochures for advocacy and policy influencing (e.g., coverage and trend analysis at decentralized and aggregate levels)	Monthly progress report	Monthly	None
3	Provide support and maintain social protection MIS to allow easy retrieval of information for progress tracking and reporting of social protection results at national and sub-national level	Monthly progress report	Monthly	None
4	Maintain data to generate information, analytical report for internal progress tracking and	Monthly progress report	Monthly	None

	advocacy around social protection themes – PMMVY, NREGS, PDS, Girl Child Cash Grant, THR, MDM, etc.			
5	Support review reports/proposal from consultants on social protection to address data inconsistency and quality assurance as and when needed, including establishing an internal system for reporting on results	Monthly progress report	Monthly	None
6	Support review reports/proposal from consultants on social protection to address data inconsistency and quality assurance as and when needed, including establishing an internal system for reporting on results	Monthly progress report	Monthly	None
7	<p>Technical support for following activities for Round 1 & 2 of CBM 2.0</p> <p>a. Support questionnaire development of survey software on ODK platform, data collection, field monitoring; data validation; coordinating social mobilizing of SP programmes and COVID pandemic related knowledge and raising awareness</p> <p>b. Building capacity of CSO partners</p> <p>c. Field level Coordination with CSOs and CSVs on evidence gathering;</p> <p>d. Undertake analysis of data from field (macro and Micro analysis) and support policy briefs</p>	<p>Monthly progress report (round -1)</p> <p>Monthly Progress report- (round -2)</p>	Monthly	None

6. DUTY STATION

New Delhi

7. OFFICIAL TRAVEL INVOLVED (ITINERARY AND DURATION)

Most of the work is confined within the national office at Delhi, Outstation travel is not envisaged for this assignment.

8. ESTIMATED DURATION OF CONTRACT (FULL TIME)

10 months (full time)

9. QUALIFICATIONS / SPECIALIZED KNOWLEDGE / EXPERIENCE/ COMPETENCIES (CORE/TECHNICAL/FUNCTIONAL) / LANGUAGE SKILLS REQUIRED FOR THE ASSIGNMENT

1. Minimum educational qualification: Master's degree in postgraduate in Statistics, Demography, Population Science
2. Over 10 years of demonstrable experience in the data analysis of major demographic / social sector surveys
3. Prior experience of working on NFHS/DLHS/RSOC microdata sets will be desirable
4. Extensive experience in using SPSS, STATA and other data software is necessary
5. Familiarity with national/sub-national data systems and official statistics
6. Experience of working with Bilateral/International/UN Agencies
7. Knowledge of Hindi and English is essential

10. TECHNICAL EVALUATION CRITERIA (WITH WEIGHTS FOR EACH CRITERIA

A total of 80 marks is allocated for technical evaluation conducted based on the Technical Review Committee's recommendation as per the table below. The financial bids will be evaluated through a total mark of 20. A candidate must obtain at least 80% (i.e. 64 out of 80 marks) in the technical proposal to be technically qualified. Financial proposals of only technically qualified candidates will be opened for further evaluation.

Criteria	Minimum Score	Maximum Score
1. Educational Qualification		
Master's degree in postgraduate in Statistics, Demography, Population Science	8	10
2. Relevant Work Experience		
Over 10 years of demonstrable experience in the data analysis of major demographic / social sector surveys	12	15
Data analysis, survey (large) work done in the recent year last 5 years	8	10
Those candidates who score minimum marks of 28 will be called for written test.		
3. Written Test (statistical data analysis)	16	20
Candidates who score minimum 16 marks and above in the written test will be shortlisted for an interview.		
4. Interview	20	25
Candidates who score minimum 20 marks and above in interview will qualify for next stage i.e. financial evaluation.		
Total Technical Score	64	80

11. PAYMENT SCHEDULE

Payment will be made against the monthly Invoices and monthly reports submitted.

HOW TO APPLY:

The application to be submitted through the online portal should contain three separate attachments:

- i. A Cover letter explaining suitability for position **(to be uploaded online under "Cover Letter" tab)**
- ii. Curriculum Vitae (CV) **(to be uploaded online under "Resume" tab)**
- iii. A financial proposal indicating all-inclusive monthly professional fee, as per the template attached. Please do not forget to specify your name in the file while saving **(to be uploaded online under "Financial Proposal" tab).**

Important Note: Please do not indicate financials anywhere else in the online application form, please mark "n/a or 00", under the fee related questions in the online application form.

Without all the above 3 documents, your application will be considered incomplete and invalid and will not be considered further.

- Any attempt to unduly influence UNICEF's selection process will lead to automatic disqualification of the applicant.
- Joint applications of two or more individuals are not accepted.
- Please note, UNICEF does not charge any fee during any stage of the process.
- Women, trans, non-binary and gender diverse candidates meeting the requirements are strongly encouraged to apply.
- UNICEF is committed to diversity and inclusion and encourages qualified candidates from all backgrounds including persons living with disabilities to apply.
- General Terms and Conditions for the Consultancy Contract is attached, for your reference.
- 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 and Individual Contractors. Consultants and individual contractors 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.

For any clarifications, please contact:

UNICEF

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