

## TERMS OF REFERENCE

### **Individual Consultant to provide advisory support to the Development Monitoring and Evaluation Office, NITI Aayog, Government of India and state governments in 2023-2024 (Open to International Consultant only)**

**Duty Station:** New Delhi (home based with mission travels)

**Contract Duration:** June 2023 to December 2024

**Closing Date:** 27<sup>th</sup> May 2023

#### **1. BACKGROUND AND PURPOSE**

UNICEF India is seeking to engage a senior-level consultant, who has extensive international experience in setting up successful government M&E units, to continue to provide advisory support to DMEO based on the agreed work plan with UNICEF for 2023-2024.

#### **2. MAJOR TASKS AND ACTIVITIES TO BE ACCOMPLISHED**

The specific objectives of this consultancy will be to:

1. Gain further understanding of India's M&E ecosystem, both at national and state-level;
2. Make actionable suggestions for the DMEO to help implement the strategic recommendations made, to build its vision, mission, strategy and structure;
3. Provide inputs and advice on key documents, guidelines and tools that will seek to support DMEO's work and functioning;
4. Actively participate in capacity building and knowledge exchange fora organized by the DMEO to strengthen the M&E culture and also increase the DMEO's visibility/profile.

Aligned with the UNICEF-DMEO work plan, the following are the key tasks that are envisioned to be undertaken for 2023 and 2024:

<b>UNICEF Activity</b>	<b>Task(s) for consultant</b>
<u>Activity 1:</u> Provide advisory and technical support on DMEO's overall strategy for building a world class M&E organization	<ul style="list-style-type: none"><li>• Undertake 4 consultations to provide advice on further strengthen strategy</li></ul>
<u>Activity 2:</u> Collaborate on International M&E Workshop in 2023	<ul style="list-style-type: none"><li>• Support in sourcing international speakers</li><li>• Attend the workshop</li><li>• Participate one session as expert speaker</li></ul>
<u>Activity 3:</u> Share resources and provide technical review support on key M&E framework/toolkits/guidelines developed by the DMEO	<ul style="list-style-type: none"><li>• Review 4-6 documents</li><li>• Connect the DMEO to other experts/for a that can provide expert guidance or review</li></ul>
<u>Activity 4:</u> Support the design and implementation of capacity building programmes/sessions on M&E for internal and external audience (with a focus on institutionalization)	<ul style="list-style-type: none"><li>• Share examples/content from materials used in Mexico and elsewhere</li><li>• Review draft capacity building plans at the national level (internal or external)</li><li>• Deliver 6 session within the capacity building plan (internal or external)</li></ul>
<u>Activity 5:</u> Provide support for DMEO engagement with States	<ul style="list-style-type: none"><li>• Share examples/content from materials used in Mexico and elsewhere</li><li>• Undertake 6-8 consultations to advise the DMEO, UNICEF and state government teams on M&amp;E capacity building, at national level and in 3 focus states</li><li>• Review draft concept note, diagnostic reports and capacity building plans for 3 focus states</li></ul>
<u>Activity 6:</u> Provide support for DMEO engagement with a Champion Ministry/Department at the Centre	<ul style="list-style-type: none"><li>• Review draft M&amp;E plan with Champion Ministry/Department</li></ul>

	<ul style="list-style-type: none"> <li>Participate in 1-2 consultations on further strengthening the M&amp;E plan</li> </ul>
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### 3. DELIVERABLES AND DEADLINES

Work Assignments Overview	Deliverables/Outputs	Delivery deadline
<b>Activity 1:</b> Undertake 4 consultations to provide advice on further strengthening strategy	<ul style="list-style-type: none"> <li>4 x PowerPoint presentations on strengthening strategy and written discussion notes</li> </ul>	Quarterly
<b>Activity 2:</b> <ul style="list-style-type: none"> <li>Support in sourcing international speakers</li> <li>Attend the workshop</li> <li>Participate one session as expert speaker</li> </ul>	<ul style="list-style-type: none"> <li>Report on correspondence with international experts</li> <li>PowerPoint presentation for DMEO workshop</li> <li>1-2 page report with observations from attending workshop</li> </ul>	July 2023 Dec 2023 Dec 2023
<b>Activity 3:</b> <ul style="list-style-type: none"> <li>Review 4-6 documents</li> <li>Connect the DMEO to other experts/for a that can provide expert guidance or review</li> </ul>	<ul style="list-style-type: none"> <li>6 x notes/report on document review</li> </ul>	Dec 2023
<b>Activity 4:</b> <ul style="list-style-type: none"> <li>Share examples/content from materials used in Mexico and elsewhere</li> <li>Review draft capacity building plans at the national level (internal or external)</li> <li>Deliver 6 sessions within the capacity building plan (internal or external)</li> </ul>	<ul style="list-style-type: none"> <li>Compiled report of examples/content from materials used in Mexico/globally, as well as supporting document attachments</li> <li>4 x annotated capacity building plans</li> <li>6 x Powerpoint presentations for capacity building session</li> </ul>	Dec 2023 Dec 2024
<b>Activity 5 &amp; 6:</b> <ul style="list-style-type: none"> <li>Share examples/content from materials used in Mexico and elsewhere</li> <li>Undertake 6-8 consultations to advise the DMEO, UNICEF and state government teams on M&amp;E capacity building, at national level and in 3 focus states</li> <li>Review draft concept note, diagnostic reports and capacity building plans for 3 focus states</li> <li>Review draft M&amp;E plan with Champion Ministry/ Department</li> </ul>	<ul style="list-style-type: none"> <li>Compiled report of examples/content from materials used in Mexico/globally, as well as supporting document attachments</li> <li>6 x Powerpoint/report on consultations on M&amp;E capacity building</li> <li>3 x annotated concept note, 3 x annotated diagnostic reports and 3x capacity building plans (one of each state)</li> <li>3 x field observation reports, from visits</li> <li>Powerpoint ppt on review of M&amp;E plan with champion ministry/department</li> </ul>	June 2024 Feb/March 2024 Dec 2024

### 4. DUTY STATION

Home based with mission travel

### 5. OFFICIAL TRAVEL INVOLVED (ITINERARY AND DURATION)

- Three (3) international return trips (economy class) to New Delhi
- Six (6) domestic return trips (economy class)
- Total travel days: 21 days

### 6. ESTIMATED DURATION OF CONTRACT

June 2023 to December 2024

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

### **Minimum Qualifications required:**

Ph.D. in Social Sciences, Economics, or relevant discipline.

### **Knowledge/Expertise/Skills required:**

- Strong team leadership and management track record and commitment to delivering timely and high-quality strategic and analytical reports;
- Extensive technical evaluation expertise (at least 15 years) of impact evaluation methods (experimental and non-experimental), with strong mixed-method approaches and innovative evaluation methods;
- Solid experience supporting the development of Government M&E strategies and workplans, as well as assessing needs and diagnostics, and plans and systems.
- Good interpersonal and communication skills; ability to interact with various stakeholders (including senior level government officials) and to concisely express ideas and concepts in written and oral form;
- Knowledge of the UN's human rights, UNICEF strategic plan, policies and equity agenda, and familiarity with UNCT system and UNDS reform, particularly at the country-level
- Excellent and proven analytical and writing skills
- Knowledge of and previous experience working in or on issues related to M&E capacity building of government in India;
- Familiarity with the policy context in India, and the current political climate

## **8. TECHNICAL EVALUATION CRITERIA (WITH WEIGHTS FOR EACH CRITERIA)**

Technical and Financial ratio is 75:25 (technical proposal-75 points and financial proposal-25 points)

1. Educational Qualification (30 points)
2. Relevant Professional Experience (45 points)

**Note:** Qualifying score in technical evaluation is 60 out of 75 points.

## **9. PAYMENT SCHEDULE**

Payment will be made on submission and acceptance of 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

## **10. IMPORTANT NOTES**

- 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.
- The selected candidate is solely responsible to ensure that the health insurance (and visa if applicable) 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.
- 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.

## **HOW TO APPLY:**

The application to be submitted through the online portal and must contain three separate attachments, as follows:

1. A cover letter (max 2 pages) outlining understanding of the scope and activities, motivation to undertake it and demonstrating fit for the assignment **(to be uploaded online under “Cover Letter” tab)**
2. An updated CV demonstrating all requirements stated above **(to be uploaded online under “Resume” tab)**
3. A financial proposal indicating all-inclusive amount (professional fee + travel cost as applicable) against each of the deliverable, 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 03 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.

**For any clarifications, please contact:**

UNICEF

Supply & Procurement Section

73, Lodi Estate, New Delhi 110003

Email: [indconsultants@unicef.org](mailto:indconsultants@unicef.org)