

United Nations Children's Fund

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

Title of consultancy: <i>International Consultant to conduct capacity building of Academia and Government entities on data analysis and using data for policy and decision making</i>	Funding Code 4360/A0/06/881/003/004 (SC2401143; SC)	Type of engagement <input checked="" type="checkbox"/> Consultant <input type="checkbox"/> Individual Contractor Part-Time <input type="checkbox"/> Individual Contractor Full-Time	Duty Station: Remotely, with one mission for 10 days to Ashgabat, Turkmenistan
Consultant sourcing: <input type="checkbox"/> National <input type="checkbox"/> International <input checked="" type="checkbox"/> Both <input type="checkbox"/> Consultant selection method: <input type="checkbox"/> Competitive Selection (Roster) <input checked="" type="checkbox"/> Competitive Selection (Advertisement/Desk Review/Interview)		Request for: <input checked="" type="checkbox"/> New SSA – Individual Contract <input type="checkbox"/> Extension/ Amendment	
If Extension, Justification for extension:			
Supervisor: <i>CRM-E Specialist</i>	Start Date: <i>19 August 2024</i>	End Date: <i>19 December 2024</i>	Number of Days (working) <i>15days</i>
Background: <p>Policy briefs are useful tools for conveying the implications of empirical and scientific evidence for policy and practice. Developing effective policy briefs requires a specific set of analytical and communication skills. Given the limited use of data for policy planning in Turkmenistan, including in the area of child rights, UNICEF Turkmenistan CO aims to develop the national capacities of academia and line Ministries to use the data for effective policy planning and evaluation. Policy briefs can be used to inform and influence policy makers of the importance or urgency of children's issues identified, and the need to adopt certain actions outlined that help realize the rights of children, especially of the most marginalized.</p> <p>Having recognized the importance of policy briefs UNICEF would like to mainstream this practice in national processes. In this regard, a training course is proposed to be developed and piloted at the selected academic institutions and SDG working group. This training course will contribute to increased capacity of academia and line Ministries to use the data in public and policy advocacy, and programme reporting, implementation and evaluation.</p> <p>Considering that Census was completed in 2024, and MICS 7 is being finalized, line Ministries and Academia have an opportunity to use these sources to conduct further data analysis and develop evidence-based policy briefs and submit them for further consideration of the Government.</p> <p>Purpose of the Job</p> <p>The purpose of this consultancy is to equip academic institutions and line Ministries (about 25-30 people from each group) with knowledge and skills to conduct data analysis and develop policy briefs and use of data for policy planning, decision making, and evaluation.</p> <p>Methodology</p> <p>This consultancy will focus on 2 main goals:</p> <p>1) Review the current approaches in policy planning and evaluation and develop a vision for UNICEF and partners on capacity building in this area through academia and Line Ministries</p>			

2) Conduct 2 trainings: i) For 20-30 representatives from Academia, and ii) for 20-30 line Ministries from SDG working group. Training may contain the following:

- Definition of evidence-based policy making and evaluation and understanding the use of data;
- Use of available data from MICS and other surveys and studies for data analysis and development of policy briefs on gender equality, people with disabilities, violence (depending on the relevance and choice of the participants).

It is expected that varying participatory methods will be applied in order to maximize participant involvement and learning while accommodating for diverse learning styles.

- Group work and brainstorming should be used for every conceptual session to ensure full engagement and their knowledge gaps are addressed
- Hands on data analysis session using data sources available, such as MICS, Census and other survey and studies
- Policy briefs writing practice based on key programme advocacy priorities should be extensively used in order to equip participants with skills.
- Peer review and constructive feedback are important to facilitate peer learning and knowledge exchange among participants.

Work Assignment Overview:

Consultant will work in close coordination and guidance of UNICEF Child Rights Monitoring and Evaluation Specialist and cooperate with other staff members.

Tasks/Milestone:	Deliverables/Outputs:	Timeline:	Estimate Budget:
Design a 4-day training outline, agenda and training handouts which include lecture and practice exercises for 2 types of trainings	<ul style="list-style-type: none"> • A training outline, agenda shared with UNICEF CRM-E Specialist for inputs and comments before the training taken place. • Training materials including handouts and soft files prepared shared with participants. 	5 days	
Facilitate 4-day trainings on effective policy briefs for 2 groups of people	<ul style="list-style-type: none"> • 2 trainings of 4 days each will be facilitated. • Exercise will be conducted for participants to prepare, practice, and demonstrate the skills taught. • Feedbacks and recommendations to be shared with individual participants for further improvement and practice after the assessment. 	8 days	
Develop a proposed mid-Term vision	<ul style="list-style-type: none"> • Develop a mid-term vision with specific steps for expanding capacity building on data analysis and use for policy making 	2 days	
<p>Minimum Qualifications required:</p> <p><input type="checkbox"/> Bachelors <input type="checkbox"/> Masters <input type="checkbox"/> PhD <input checked="" type="checkbox"/> Other</p> <p>Enter Disciplines</p>	<ul style="list-style-type: none"> • <i>Advanced degree in statistics, demography, social sciences, international development or related fields relevant for the assignment</i> • <i>Previous similar experience conducting data analysis and use capacity building with UNICEF is an advantage.</i> • <i>At least 5 years of relevant experience in data analysis and development of analytical reports and policy documents related to children;</i> • <i>Proven experience in using data for policy briefs and training on evidence-based policy planning and evaluation.</i> 		

<i>social sciences, development studies, public health, statistics, demography or other social science field</i>	<ul style="list-style-type: none"> • Knowledge of human rights-based approach to programming • Experience in facilitating consultations with government representatives, NGOs, academia, children, adolescents and other stakeholders. • Fluency in English, knowledge of Russian language will be an asset; • Excellent data analysis, interpretation and writing skills
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Individuals engaged under a consultancy 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.

Office Arrangements and Travel Requirements

The consultant/s will make their own arrangements for the travel. Travel costs (if relevant) should be estimated and included into the proposal (lump sum and break down by budget lines) along with the requested daily fee. Travel costs shall be calculated based on economy class travel; costs for accommodation, meals and incidentals shall not exceed applicable daily subsistence allowance (DSA) rates, as promulgated by the International Civil Service Commission (ICSC). Any other costs associated with engagement of other facilitators or work with key informants interviews/focus groups, should be part of Consultancy fee and respective comments should be made when submit the financial proposal.

Estimated Duration of Contract and Fees:

The assignment shall start on August 19, 2024, and conclude on December 19, 2024. Details distribution of tasks by dates presented in the Table. Payment will be made upon submission of deliverables, based on number of days required for each deliverable (as per above Table).

Selection Criteria

Each proposal will be assessed first on its technical merits and subsequently on its price. In making the final decision, UNICEF considers both technical and financial aspects to ensure best value for money. The Evaluation Team first reviews the technical aspects of the offer (on the basis of the qualifications described above), followed by review of the financial offers of the technically compliant candidates. The proposal obtaining the highest overall score after adding the scores for the technical and financial proposals together, that offers the best value for money will be recommended for award of the contract.

A cumulative analysis will be used to evaluate and award proposals. The evaluation criteria associated with this TOR is split between technical and financial as follows: 70% Technical, 30% Financial, 100 % Total.

The proposals will be evaluated against the following criteria:

1. Technical Evaluation Criteria (70%) with the following weighting

The total amount of points allocated for the technical component is 70.

Criteria	Points
<ul style="list-style-type: none"> • Advanced degree in statistics, demography, social sciences, international development or related fields relevant for the assignment 	20
<ul style="list-style-type: none"> • Previous similar experience conducting data analysis and use capacity building with UNICEF is an advantage. • At least 5 years of relevant experience in data analysis and development of analytical reports and policy documents related to children; 	50

<ul style="list-style-type: none"> • <i>Proven experience in using data for policy briefs and training on evidence-based policy planning and evaluation</i> • <i>Knowledge of human rights-based approach to programming</i> • <i>Experience in facilitating consultations with government representatives, NGOs, academia, children, adolescents and other stakeholders</i> • <i>Fluency in English, knowledge of Russian language will be an asset;</i> • <i>Excellent data analysis, interpretation and writing skills • Excellent writing skills</i> 	
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2. Price Proposal Evaluation Criteria (30%)

- Overall cost (unit costs, investments per phase, level of effort, etc.)

The price/cost of each of the technically compliant proposals shall be considered together with the evaluation of technical criteria.

Technical proposals failing to reach a score of 60 in total will not be considered for the consultancy.

The bidders should ensure that all pricing information is provided in accordance with the following:

- The currency of the proposal shall be in USD. Invoicing will be in the currency of the proposal.
- For the purpose of evaluation, UNICEF shall use US Dollars to evaluate all financial proposals.