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| UNICEF in Belarus |
| **Requirements for Financial Offer** |
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| **Programme:** Monitoring & Evaluation section |
| **Assignment Title:** **International consultant to develop a procedure for structuring microdata and guidelines for microdata dissemination, Belarus** |
| **Purpose of the Assignment:** UNICEF in partnership with Belstat is looking for an international consultant to develop a procedure for structuring microdata and guidelines on microdata dissemination in line with the priorities of the development of the national statistics, requirements of the national legislation, international recommendations, and best international practices. |
| **Supervisor:** Monitoring & Evaluation Specialist Specialist |

| **Work Assignment Overview** | **Deliverables/Outputs** | **Delivery deadline** | **Lumpsum fee\* per deliverable per duration (USD)** |
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| Signing the contract and initial briefing with Belstat and UNICEF | * Contract is signed * Initial briefing with Belstat and UNICEF to clarify any questions and plan of service delivery is conducted | 16-24 September 2024 |  |
| Conducting initial research and preparing draft detailed Plan of delivering services | * Initial research to assess the needs, opportunities and priorities of Belstat in the area of microdata structuring and dissemination is conducted, including consultations with Belstat and desk review of provided documents * The draft detailed Plan of delivering services (Plan) is developed based on conducted research * The draft Plan is submitted for Belstat and UNICEF review and approval | 25 September -14 October 2024 |  |
| The draft Plan is finalized in line with comments and approved by Belstat and UNICEF | * The final Plan is approved by Belstat and UNICEF | 15-24 October 2024 |  |
| Preparing and conducting the first training for Belstat on the modern approaches to structuring and disseminating microdata and to better identify Belstat’s needs | * The agenda and dates of the training are developed and approved by Belstat and UNICEF * The training and consultations with Belstat are conducted during the visit of the international consultant to the Republic of Belarus (Minsk) * The results of the training and consultations are used to inform the development of the procedure for structuring microdata and draft guidelines on microdata dissemination | 15-29 October 2024 |  |
| Developing the procedure for structuring microdata and draft guidelines on microdata dissemination in close cooperation with Belstat | * Regular consultations with Belstat to receive necessary information and comments when developing the procedure for structuring microdata and draft guidelines on microdata dissemination are conducted * The draft procedure for structuring microdata and draft guidelines on microdata dissemination are developed and submitted to Belstat and UNICEF for review | 30 October 2024 – 15 January 2025 |  |
| Preparing and conducting the second training for Belstat on applying the developed procedure for structuring microdata and draft guidelines on microdata dissemination and additional consultations with Belstat | * The agenda and dates of the training and consultations are developed and approved by Belstat and UNICEF * The training and consultations with Belstat are conducted during the visit of the international consultant to the Republic of Belarus (Minsk) * The results of the training and consultations are used to finalize the final procedure for structuring microdata and draft guidelines on microdata dissemination | 15-31 January 2025 |  |
| Finalizing and approving the draft procedure for structuring microdata and draft guidelines on microdata dissemination | * The draft procedure for structuring microdata and draft guidelines on microdata dissemination are finalized in line with recommendations and comments provided by Belstat and UNICEF and submitted for the final approval | 3-7 February 2025 |  |
| Updating the developed procedure for structuring microdata and draft guidelines on microdata dissemination to include the final changes and edits | * Final comments and edits provided by Belstat and UNICEF as part of the final approval process are included in the final procedure for structuring microdata and draft guidelines on microdata dissemination | 7-21 February 2025 |  |
| Submitting and approving the final report on delivered services including recommendations on further development of structuring and disseminating microdata, as well as other relevant recommendations | * The final report on delivered services including recommendations on further development of structuring and disseminating microdata, as well as other relevant recommendations is submitted and approved by Belstat and UNICEF | 24 February - 7 March 2025 |  |
| ***TOTAL COST FOR DELIVERABLES (USD):*** | | | ***USD …*** |
| ***TRAVEL (if required as per TOR)*** | | | ***USD …*** |

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| **NOTES\*** |
| Financial proposal should be submitted using the financial offer template and must :   * Reflect the costs per each deliverable and the total lump-sum for the whole assignment period (in US$) to undertake the terms of reference. * Include travel costs and daily subsistence allowance, if internationally recruited or travel is required as per TOR. Consultants are responsible for arranging their own transportation arrangements. UNICEF can provide office vehicle for some duty travel missions with prior agreement as per monthly travel plan approved by the supervisor * Include any other costs: visa, health insurance, payment of an incidental expenditure (such as bank charges, insurances, etc.) and living costs as applicable. |