

**TERMS OF REFERENCE**  
**UNICEF Kyrgyzstan**

<b>Programme /project title:</b>	CRM
<b>Consultancy services title:</b>	International consultancy to conduct Situation Analysis of children's and adolescents' rights and well-being in Kyrgyzstan
<b>Consultancy mode:</b>	National <input type="checkbox"/> International <input checked="" type="checkbox"/>
<b>Type of contract</b>	Consultant <input checked="" type="checkbox"/> Individual Contractor <input type="checkbox"/> Institutional <input type="checkbox"/>
<b>Mode of Selection:</b>	Competitive <input checked="" type="checkbox"/> Single Source <input type="checkbox"/>
<b>Duration of contract:</b>	From: 25 January 2021 To: 11 June 2021

## 1. Background

The Situation Analysis (SitAn) of children's (0-17) and adolescents' (10-19) rights and wellbeing is a key document designed to inform policy dialogue, partnerships and interventions to improve the lives of children. It is an assessment and analysis of the country situation, with respect to children's rights and critical issues affecting their realization. The SitAn is a crucial part of the child rights monitoring (CRM) framework and represents a key UNICEF programmatic output that helps to focus on knowledge gaps related to inequities and children's rights violations. By promoting the broad engagement of all stakeholders, the SitAn is expected to inform policy dialogue in the country and child-focused policy advocacy to make an important contribution in accelerating the achievement of child-related Sustainable Development Goals with equity.

The SitAn reflects UNICEF's role to work with all levels of government and all key stakeholders to assert the Convention on the Rights of the Child (CRC) as a guiding mechanism in policy making and legislation to:

- Develop a comprehensive national agenda;
- Develop permanent bodies or mechanisms to promote coordination, monitoring and evaluation activities throughout all sectors of government;
- Ensure that all legislation is fully compatible with the CRC and, where applicable, the Optional Protocols, by incorporating the provisions into domestic law or ensuring that they take precedence in cases of conflict with national legislation;
- Make children visible in policy development processes throughout government by introducing child impact assessments;
- Analyze government spending to determine the portion of public funds spent on children and to ensure that these resources are being used effectively;
- Ensure that sufficient disaggregated data are collected and used to improve the situation of all children;
- Raise awareness and disseminate information on the provisions of the CRC and its Optional Protocols to ensure that they are widely known and understood by adults and children alike, by providing training to all those involved in government policy-making and working with and for children;
- Involve civil society – including children themselves – throughout all stages of the process of implementing and raising awareness on child rights.

The previous Situation Analysis of Children in Kyrgyzstan was conducted in 2014 and highlighted the areas that needed attention to achieve further progress for children, i.e.: the reduction of poverty; reduction of maternal mortality and under-nutrition; prevention of violence against children and school dropouts; deinstitutionalization of children and prevention of HIV in most vulnerable groups. The SitAn also highlighted how the presence of significant inequalities contributes to child rights violations, in particular urban-rural inequalities that often reflects disparities in the supply and quality of basic social services, as well as the higher levels of poverty in rural areas. Further findings highlighted how social norms and social-cultural practices have a greater influence on service seeking behaviours in certain parts of the countries than others, while gender inequalities prevail in many areas.

The global COVID-19 crisis exacerbated the inequalities mentioned above and had a profound effect on the wellbeing of children and adolescents in Kyrgyzstan. All children and adolescents are being affected, especially by the socio-economic impact. Moreover, the pandemic also will have a longer-term effect on the efforts to ensure the realization of the rights of all children and the achievement of the Sustainable Development Goals <sup>1</sup>. The impact of COVID-19 on children's poverty, survival and health, learning, and safety are far-reaching, but its effects will be more severe among vulnerable children.

The state of emergency and lockdown measures set in place during the first wave of the pandemic in the country in March 2020 have resulted in a significant reduction of economic activity. Moreover, the country experiences a sharp decline in remittance inflows and significant numbers of returning migrants, as the COVID-19 induced recession in Kazakhstan, the Russian Federation, Turkey, and other destination countries takes hold<sup>2</sup>. These socio-economic effects directly translate in high child poverty levels in Kyrgyzstan: recent World Bank-UNICEF projections indicate that the impact of the pandemic could cause the national poverty rate to increase by 10.5 percentage points from 2018 levels, with the number of poor children rising from 570,000 to 810,000<sup>3</sup>.

During the lockdown, evidence also pointed to rising gender-based and domestic violence in the country. The growth in gender-based violence in 2020 warrants further urgent attention. In April and May, the number of reported domestic violence cases rose by 65% compared to the same period in 2019<sup>4</sup>.

The effects of the pandemic on children's mental health and their parents/caregivers represent another cause for concern. Children face anxiety about the negative impact of the pandemic on their lives and their communities, and uncertainty regarding the future. According to the Rapid Assessment of COVID-19 Impact on Youth in Kyrgyzstan conducted jointly by UNFPA and UNICEF<sup>5</sup>, girls and young women show higher levels of anxiety; concerns over earnings are typical for young people in the oldest age group. Teenage girls between the ages of 15-18 were more exposed to online bullying and sexual harassment and were most likely to harm themselves during the pandemic<sup>6</sup>.

---

<sup>1</sup> UNICEF (2020). Policy Brief: The Impact of COVID-19 on children, 5

[https://www.un.org/sites/un2.un.org/files/policy\\_brief\\_on\\_covid\\_impact\\_on\\_children\\_16\\_april\\_2020.pdf](https://www.un.org/sites/un2.un.org/files/policy_brief_on_covid_impact_on_children_16_april_2020.pdf)

<sup>2</sup> UNDP and ADB (2020). COVID-19 in the Kyrgyz Republic: Socioeconomic and Vulnerability Impact Assessment and Policy Response, 60. (<https://www.kg.undp.org/content/kyrgyzstan/en/home/library/poverty/socio-economic-impact-covid-19.html>)

<sup>3</sup> Ibid, 35.)

<sup>4</sup> Ibid, 38..

<sup>5</sup> See: <https://kyrgyzstan.un.org/sites/default/files/2020-10/Youth%20COVID-19%20report%202020.pdf>

<sup>6</sup> See: <https://kyrgyzstan.un.org/sites/default/files/2020-10/Youth%20COVID-19%20report%202020.pdf>

Ensuring quality and continuity of education to all children has also been compromised by COVID-19: all 6,426 schools and pre-schools in the country were closed due to quarantine measures, affecting over 1,7 million children. To continue education programmes and complete the final quarter of the academic year, the Ministry of Education and Science (MoES) put in place an anti-crisis action plan and schools transitioned to distance-learning regimes via television and other broadcast channels for the last quarter of the 2020 school year with UNICEF support. However, challenges have been encountered in ensuring that all children have access to quality education: data bandwidth constraints limit household access to fast internet, can impact the quality education. Children in remote and/or poor households may have no access at all to remote education or lower-quality distance learning.

UNICEF is approaching the development of its new Country Programme, and there is a need to update the evidence on the wellbeing of children and realisation of their rights to provide UNICEF and its partners with new, robust and comprehensive analysis on the situation of children and adolescents in the country, particularly the most vulnerable, to inform programme decisions and guide policy advocacy and partnership efforts, as well as to track progress of child rights implementation.

UNICEF, its partners and other stakeholders conducted researches, studies and evaluations that provided new evidence which can be used to strengthen and broaden data/information and evidence on the situation of children and adolescents in the country. Among the major ones and most recent, the Situation Analysis of Youth and Adolescent Health and Wellbeing commissioned by UNICEF in 2020 and the Situation Analysis of Children and Adolescents with Disabilities in Kyrgyzstan. Results of these studies will be made available to the team of consultants undertaking this comprehensive New Generation SitAn on children and Adolescents rights and well-being.

In view of the above, UNICEF is seeking the services of an international and a national individual consultants to develop the SitAn report using the available evidence, while paying due consideration to the Sustainable Development Goals (SDG) agenda, UNICEF Strategic Plan for 2018-2021, UNICEF Gender Action Plan 2018-2021, CRC Concluding Observations on the combined third and fourth periodic reports of Kyrgyzstan (2014) and national priorities outlined in National Development Strategy 2018-2040 and National Development Program “Unity, Trust and Creation” 2018-2022, Kyrgyzstan 2020 Voluntary National Review and other state programmes/strategies.

## **2. Purpose, Scope & Expected results**

The main purpose of this assignment is to conduct a human-rights based and equity-focused SitAn of children and adolescents with respect to the realization of children’s and adolescents’ rights. The analysis should examine the progress, challenges and opportunities for achieving child rights and well-being, and the patterns of deprivation that children and adolescents face. The Analysis should be objective and verifiable and is expected to be used by all partners and stakeholders in the country in addressing key challenges preventing children and adolescents, especially the most disadvantaged, from enjoying their rights ensured in the Convention on the Rights of the Child (CRC) and other international obligations of the country.

The SitAn report is expected to highlight the strategic priorities for the country to reduce disparities and address vulnerabilities, and hence, contribute to further shape the national development agenda, and to accelerate achievement of national and international development goals regarding children and adolescents, including SDGs. It should look critically at the progress that policy and programme interventions have made towards at-scale coverage of all vulnerable groups; the adequacy of policy delivery, particularly in terms of budget; and the resources for leaving no child behind.

The SitAn is expected to present robust evidence and highlight opportunities for socially inclusive development. It should examine the bottlenecks to realization of child rights, as well as the interrelated roles of duty-bearer institutions. It should highlight inequalities between groups, socio-economic characteristics, urban/rural and intra-urban disparities, genders, geographic locations and other dimensions. The SitAn should pay special attention to looking at disaggregated data and unpacking national and/or subnational averages. By having a strong equity focus, the SitAn should shed light on the situation of children and adolescents who are most deprived, left invisible or uncared for.

Besides presenting an analysis of why inequities exist, it should also present contextualized recommendations on what could be done by key stakeholders to attain/ sustain inclusive social development that guarantees equal inclusion and participation of all groups of children and adolescents. The SitAn should be grounded in Kyrgyzstan's political, economic and social realities, review progress towards the SDGs, and regional and global issues that affect children's rights and well-being. In the core of the SitAn should be national issues but the report can also explore global and regional issues that affect the national agenda.

The main objectives of a rights- based, equity focused SitAn in Kyrgyzstan are the following:

- Develop a deep understanding of the situation of children and adolescents (including relevant groups of young people in a particularly vulnerable situations) by analysing the policies and strategies, social and economic trends affecting them (data disaggregated by age, gender, urban/rural, ethnicity, socio-economic status and other relevant factors).
- Identify and analyse the barriers and bottlenecks that prevent children and especially the most disadvantaged children and families from benefiting from social services across sectors and enjoying their rights. A detailed causality analysis for key issues identified will be developed in consultation with the key stakeholders.
- Provide national government partners with comprehensive equity-sensitive and evidence-based analysis on children and adolescents for result-based decision-making.
- Provide essential information to non-government partners (NGO's, community-based organizations, civil society, media and business sector) to be used in their planning and interventions to address the most urgent issues affecting children and adolescents contribute to the (re)formulation of key national strategies so that the priorities for the most disadvantaged children and adolescents are integrated into the socio-economic development agenda.
- Identify critical data gaps and contribute to the generation of evidence that can improve the monitoring of the rights of children and adolescents, especially the most vulnerable groups
- Assess emergency risks, COVID-19 pandemic related risks and other potential shocks; the likelihood of their occurrence, the underlying vulnerabilities and the capacities and coping mechanisms of families, communities and local and national institutions.

- Analyse to what extent there is an enabling environment for the realization of the rights of all children and adolescents, and analyse how evidence-based interventions and services needed to address deprivations are prioritized in national policies, laws, strategies, plans and budgets
- Capture new or emerging area of concerns regarding children and adolescents, such as environmental issues affecting them (incl. access to drinking water), mental health issues etc.
- Analyse the role/impact of business sector on child and adolescents' rights fulfilment as well as public financial management.

The SitAn is relevant to a wider audience which includes government bodies, all development partners (including UNICEF), civil society, ombudspersons, children and adolescents, academia, private sector actors, media and others.

In addition to internal UNICEF working group, UNICEF Kyrgyzstan Office will engage external Steering Committee members in SitAn at all stages. Members of the Steering Committee will act as the sounding board to the UNICEF CO, ensuring that the voices of children and adolescents, especially the most vulnerable and marginalised, are heard by UNICEF and partners, and that their views are taken into consideration in the SitAn.

The process of developing the SitAn therefore anticipates engagement with the government and key stakeholders, including children and adolescents. It serves as an opportunity to promote meaningful dialogue between the main child rights actors in the country on children's and adolescents' issues.

### 3. Conceptual framework and methodology

The SITAN should adopt the following indicative framework:

#### Conceptual framework

The overall conceptual framework of the SitAn is the Human Rights-Based Approach to Programming (HRBAP). It should provide an understanding of the existing deprivations and inequities and establish the linkages between the underlying causes and barriers to achieving child rights and well-being. The conceptual framework situates the analysis in the country context and clearly recognizes the regional and global issues that are impacting children's lives in the country. Furthermore, it explores the reasons behind the uneven realization of child rights and inequities in well-being, and the opportunities for achieving progress for all children, especially those who are left behind or at greatest risk of being left behind.

In addition to the causality analysis that includes key deprivation, immediate, underlying and structural causes, the following 10 determinants should help categorise critical bottlenecks and barriers:

Determinants of bottlenecks and barriers	Description
Social Norms	Widely followed social rules of behaviour that generate barriers

Legislation/Policy	Adequacy of laws and policies to reduce/avoid barriers
Budget/expenditure	Allocation & disbursement of required resources
Management /Coordination	Roles and Accountability/ Coordination/ Partnership
Availability of essential commodities/inputs	Essential commodities/ inputs required to deliver a service
Access to adequate services and information	Physical access (services, facilities/information)
Financial access	Direct and indirect costs for services/ practices
Social and cultural practices and beliefs	Individual/community beliefs, behaviours, practices, attitudes
Continuity of use	Completion/ continuity in service, practice
Quality	Adherence to quality standards (national or international)

## FRAMEWORK QUESTIONS

<b>COUNTRY OVERVIEW (SCENE SETTING)</b>	<ul style="list-style-type: none"> <li>• What population groups are affected by national/subnational laws; policies including budgets; conflict; and economic, social and environmental factors that lead to inequities?</li> <li>• How does the broader country context contribute to child rights and the well-being of adolescents?</li> <li>• What macro factors exacerbate inequities? What innovative solutions are accelerating inclusive development?</li> <li>• How are institutions – regional, national, subnational, private, public, etc. – systematically achieving their obligations on inclusive services and enabling opportunities for children and adolescents to meet their full potential?</li> </ul>
<b>CAUSES, CHALLENGES AND RISKS</b>	<ul style="list-style-type: none"> <li>• What specific factors have contributed to the realization of child rights and well-being? What are the main child rights violations in the country?</li> <li>• What are the top factors, including risks (prioritization is key here), that prevent the realization of child rights and well-being?</li> <li>• What are the key factors that drive inequities in the realization of child rights and well-being? How are children engaged as active agents in decisions?</li> <li>• Do children and adolescents, especially the most vulnerable, enjoy their rights to (available, access, use, adequate and effective) coverage of commodities, services and opportunities?</li> </ul>
<b>CHILD RIGHTS</b>	<ul style="list-style-type: none"> <li>• What progress has been made in achieving children's rights and well-being against all rights and across relevant age groups, such</li> </ul>

<b>AND WELLBEING: PROGRESS AND INEQUITIES</b>	<p>as neonates, children under 5 years, young children, adolescents, as defined within the national context, literature and evidence?</p> <ul style="list-style-type: none"> <li>• Has progress been unequal? How large or deep are the deprivations faced by marginalized groups, such as girls and women, those living in poverty, children with disabilities, minorities, refugee children and children affected by migration, among others? Who are the groups left behind, where and why? Who, among the children who are being left behind, face severe and/or intersecting deprivations and disadvantages, or multiple forms of discrimination that make them likely to be the furthest behind? How resilient are children to shocks and stressors?</li> </ul>
<b>GLOBAL AND REGIONAL ISSUES</b>	<ul style="list-style-type: none"> <li>• What are the global and regional issues that impact child rights and well-being? Has there been country progress in addressing the concluding observations of the periodic reports of the United Nations Convention on the Rights of the Child and related human rights treaties? How are cross-border issues and openings (migrations, trafficking, digitalization, etc.) being addressed/harnessed at scale?</li> <li>• How does the realization of child rights and well-being contribute towards the achievement of the SDGs in the country, and addressing emerging issues?</li> </ul>

### Methodology

The consultants will primarily rely on secondary data analysis with limited online primary data collection from major child rights duty-bearers other key informants. This will specifically include:

- *Desk review* of existing nationally and internationally available data and evidence on selected topics published in studies, research, evaluations and survey reports.
- *Desk review* of data, programme reports and analysis generated by UNICEF, including studies, research and evaluations.
- *Desk review and comparative analysis* of available legislation, social policy, government strategies and budget allocation and analysis of public expenditure documents.
- *Background notes* on specific topics where UNICEF and other actors working with and for children and adolescents do not have or have limited knowledge for a SitAn (e.g. gender analysis of disparities; environmental/climate issues affecting children, mental health issues, migration etc.).
- *Online Key informants' interviews and Focus Group Discussions*, including those who shape and implement public policies as well as children and adolescents.



The analysis must fully consider, and articulate disparities related to gender, income, geographic location (national/ regional perspectives) and ethnicity. The analysis should look across all child rights and identify where there are deprivations.

The methodology for data collection and analysis and the process of documentation should enable the periodic update of the SitAn.

Consultants are required to propose a more precise methodology within the Inception phase. UNICEF Guidance on conducting the SitAn is requested as a reference for this purpose.

#### **4. Ethical considerations**

Consultants should act with integrity and respect for all stakeholders in line with UNICEF ethical guidelines regarding evidence generation<sup>7</sup>. Due to planned involvement of young people below 18 in the interviews, ethical clearance from UNICEF external Ethical Review Facility will be required. The common guiding principles will be used to ensure ethical safety during the data collection process:

- preventing direct harm, and ensuring benefits, to individual participants, their families and wider community groups
- ensuring informed consent by all participants
- ensuring the privacy and confidentiality of subjects
- identifying and addressing actual or potential conflict of interest by UNICEF staff and/or consultants, including funding considerations.

Informed consent must be sought from all participants. Consultants will explain to the participants the purpose and use of the SitAn products; they will also make it explicitly clear to the participants that their participation is voluntary, and they can withdraw at any moment. The nature of the informed consent must be noted in the ethics section of the inception report and final report.

Throughout the process, consultants should be sensitive to beliefs, manners and customs and act with integrity and honesty in their relationships with all stakeholders and do no harm.

Consultants should clearly identify any potential ethical issues and approaches in the Inception Report.

#### **5. Data protection**

All personal data should be accessible to consultants, but no one else. The consultants need to use secure systems (a) to ensure that no one can access their data via the shared staff drives, and (b) to ensure secure data transfer between institutions. Cloud based storage with limited sharing rights could be considered in this instance. Different personal data files need to be link-able, they need to be held separately so that they can only be linked purposely, by researchers who are authorised to do so. There is also a need to ensure that data cannot be removed from secure systems in ways that might compromise data security.

#### **6. Structure of the report**

---

<sup>7</sup> UNICEF PROCEDURE FOR ETHICAL STANDARDS IN RESEARCH, EVALUATION, DATA COLLECTION AND ANALYSIS, April 2015



Based on the UNICEF *Core Guidance: New Generation Situation Analysis*<sup>8</sup>, a suggested outline for the report includes following elements:

1. Executive summary
2. Introduction
3. Country overview
  - 3.1. Demographic profile
  - 3.2. Political Economy and Governance
  - 3.3. Humanitarian Risk Profile
  - 3.4. Gender Profile
4. Enabling environment for children and adolescents' rights
  - 4.1. Legislation and Policy
  - 4.2. Public finance
  - 4.3. Poverty
  - 4.4. Drivers of Inequalities
  - 4.5. Stakeholders
  - 4.6. Business
  - 4.7. Assessment of Essential Products, Markets and Supply
  - 4.8. Knowledge, attitudes and practices
5. The rights of children
  - 5.1. Right to Health and Welfare
    - 5.1.1. Maternal and child health
    - 5.1.2. Nutrition
    - 5.1.3. Adolescent and health
    - 5.1.4. Immunization
    - 5.1.5. HIV/AIDS
    - 5.1.6. Environmental health
    - 5.1.7. Adolescent reproductive health
    - 5.1.8. WASH
  - 5.2. Right to Education, leisure and cultural activities
    - 5.2.1. Insufficient access to preschool education & care
    - 5.2.2. Gaps in access to school education
    - 5.2.3. Poor quality of education
  - 5.3. Right to Protection, Family Environment and Alternative Care
    - 5.3.1. Children without parental care
    - 5.3.2. Violence and abuse against women and children
    - 5.3.3. Access to justice
    - 5.3.4. Child marriage
    - 5.3.5. Children with disabilities
    - 5.3.6. Child labor
    - 5.3.7. Birth registration and documentation
    - 5.3.8. Internally displaced, migrants and refugees
  - 5.4. Right to Social Protection
  - 5.5. Right to Participation, Civil Rights and Freedom

---

<sup>8</sup> Follow this link to access the UNICEF Core Guidance [https://www.unicef.org/croatia/sites/unicef.org.croatia/files/2020-02/Annex%201\\_SitAn%20Core%20Guidance.pdf](https://www.unicef.org/croatia/sites/unicef.org.croatia/files/2020-02/Annex%201_SitAn%20Core%20Guidance.pdf) Detailed information on the structure of the report can be found in the Core Guidance.

- 5.5.1. Participation
- 5.5.2. Child's access to information, and role of mass media
- 5.5.3. Leisure
- 6. Conclusions and recommendations

Based on the comprehensive report, a brief 30–page synthesis report will be produced (including a summary SitAn table).

## 7. Workplan

	Description	Responsible	Timeline*
	<b>Inception</b>		
1	Set up a UNICEF working group	UNICEF	Prior to the start of the data collection
2	Set up SitAn Steering Committee	UNICEF	Prior to the start of the data collection
3	Kick-off meeting with UNICEF	UNICEF	Immediately upon signature of the contract with both consultants
4	Preparation of background documentation and materials produced by UNICEF for desk review	UNICEF	Ready by the time contract is signed
5	Initial desk review to assess availability of data/information  Mapping of key stakeholders	Consultants	By February 3, 2021
6	Arrange online meetings/interviews as part of Inception phase	Consultants  UNICEF will provide requested contacts and facilitate access	By February 12, 2021
7	Preparation of the draft inception report	Consultants	By February 24, 2021
8	Presentation of the draft inception Report	UNICEF and Consultants	By February 26, 2021
9	Rounds of comments from the working group, Steering Committee, ECARO	UNICEF	By March 5, 2021
10	Address comments and prepare inception report for ERB submission	Consultants	By March 9, 2021
11	Submit inception report to ERB	UNICEF	By March 12, 2021

12	Address ERB comments and finalize Inception Report	Consultants	By March 25, 2021
<b>Data collection</b>			
11	Data collection and in-depth desk-review of existing evidence regarding the situation of children and adolescents. Interviews and/or focus groups with key informants.  Secondary analysis of available data/information	Consultants (with support from UNICEF)	By April 14, 2021
<b>Report writing</b>			
12	Presentation of preliminary key findings, possible recommendations and lessons learned to the working group, Steering Committee	UNICEF and consultants	By April 6, 2021
13	Synthesis of findings, drawing conclusions, recommendations and lessons learned Submission of the 1 <sup>st</sup> draft report	Consultants	By April 20, 2021
14	Feedback on the 1 <sup>st</sup> draft report from UNICEF working group, Steering Committee	UNICEF	By April 26, 2021
15	Validation of SitAn report findings, recommendations with national stakeholders		By May 10, 2021
16	Submission of 2 <sup>nd</sup> draft report	Consultants	By May 14, 2021
17	Validation of filled out light SitAn table	Consultants	By May 10, 2021
18	Feedback on the second draft report and light SitAn table from Steering Committee, UNICEF working group	UNICEF	By May 19, 2021
19	Presentation of the final SitAn report	UNICEF and consultants	By May 26, 2021
20	External Quality Assurance Mature Final Report	UNICEF	June 2, 2021
21	Submission of the validated final comprehensive SitAn report and brief synthesis SitAn report	Consultants	By June 11, 2021
22	Submission of validated Light SitAn table	Consultants	By June 11, 2021

## 8. Communication and dissemination

Based on findings and recommendations of the SitAn, UNICEF will create communication strategy for dissemination of findings, conclusions and recommendations.

UNICEF consultants will follow the UNICEF Guidance on External Academic Publishing (January 2017) when engaging in external academic publishing, whether in print or digital form.

UNICEF Kyrgyzstan Office holds copyrights for all SitAn products. The documents (including raw materials, etc.) may not be reproduced, distributed or published without the written permission from UNICEF.

All information from produced reports cannot be shared with the media without written approval of UNICEF Kyrgyzstan Office.

### **9. Management and supervision**

The CO intends to hire two consultants: an international lead consultant with robust research experience and a local consultant who understands the context and can coordinate and facilitate capture of local stakeholder opinions and inputs, with a particular focus on the opinions and voices of children and adolescents.

Consultants will work in close consultation and under the supervision of UNICEF Kyrgyzstan Child Rights Monitoring Specialist in consultation with the Deputy Representative. The support will be sought from the UNICEF Europe and Central Asia Regional Office and external review body as per existing arrangements. The Working Group and Steering Committee will be involved throughout the review process and will contribute to the design, shaping and finalization of the SitAn products.

Quality assurance of the final draft report is mandatory. UNICEF has external quality assurance mechanism provided through Long-Term Agreements. Consultants will be provided with Quality Assurance requirements in advance.

UNICEF will provide support in organizing meetings for the purposes of data collection and interviews. UNICEF Kyrgyzstan Office will share with the selected consultants all the relevant materials it has and provide required expertise.

International Consultant will participate in the selection of a national consultant.

The consultant's fee may be reduced if the assignments/deliverables are not fulfilled to the required standard. In a case of serious dissatisfaction with the consultant's performance the contract may be terminated in line with UNICEF procedure in such matters and as spelled out in the contract.

### **10. Duty station and duration**

Due to Covid-19 situation no travel is foreseen under this assignment. Any interviews or presentations required to undertake under this assignment will be done online, unless epidemiological situation will change to allow face to face meetings.

It is expected that international consultant will work 45 working days.

## 11. Qualification requirements

The international consultant will be in charge of leading the entire process through working with the national consultant and UNICEF CRM Specialist. The international consultant will be responsible for timely and quality deliverables of the entire process.

The international consultant will have the following minimum qualifications and experience:

- An advanced university degree (Master's degree or higher) in political science, sociology or other relevant field;
- A minimum of 5 years of experience development of analytical reports and policy documents related to children and adolescents;
- Excellent knowledge of statistics, social service systems, development agenda;
- Proven experience in quantitative and qualitative data analysis, policy (and finance) analysis (including experience in the consistent use of age and sex-disaggregated and gender sensitive data) and report preparation;
- Proven experience with conducting rights-based and equity-focused analyses of the situation of children and women and experience in writing analytical papers on children and women's issues;
- Demonstrated ability to engage effectively with stakeholders at all levels, including facilitating consultations with government representatives, NGOs, academia, children, adolescents and other stakeholders;
- Excellent analytical and report writing skills in English;
- Knowledge of the political and social contexts of Kyrgyzstan is desirable;
- Fluency in English is required. Knowledge of Russian/Kyrgyz is an asset;
- Experience collaborating with UNICEF, especially in developing SitAns in ECA region is an asset;

### Expected deliverables from an international consultant:

- Lead all stages of SitAn development and validation
- Participate in the selection of national consultant;
- Undertake desk review of program related documentation and available evidence, research and studies data in English language or as per internal division with national consultant;
- Present pre-final Inception Report;
- Finalize and submit the inception report;
- Undertake primary data collection that can be conducted in English language or as per division of labour with national consultant;
- Validate and present final comprehensive SitAn report;
- Develop the 30-page brief SitAn report
- Finalize and submit final comprehensive SitAn report (max 150 pages) and brief SitAn report (30 pages), including SitAn table (based on the template).

### Expected deliverables from a national consultant:

- Undertake systemic desk review of program related documentation and available program data in Russian language or as per internal division with international consultant;
- Contribute to the development of the inception report, final comprehensive SitAn report, light SitAn table;

- Undertake primary data collection where Russian language is required or as per division of labour with the international consultant;
- Document validation meetings with adolescents;
- Coordinate all consultations with stakeholders
- Validate and present light SitAn table;
- Proofread Russian translation of the brief SitAn report.

## 12. Deliverables and payment schedule

Deliverables*	Timeline**	Payment
1. Presentation of the inception report 2. Approved inception report	By March 25, 2021	30%
1. Draft SitAn report	By April 26, 2021	30%
1. Presentation of the SitAn report 2. Quality assured and validated comprehensive, SitAn report, brief SitAn report 3. Validated light SitAn table based on a template provided by UNICEF in English and Russian languages	By June 11, 2021	40%

\*Submission of all deliverables should be electronic. Inception report and SitAn report submitted to UNICEF should be delivered in English, while light SitAn table and PPTs should be submitted in both English and Russian languages.

\*\*Timeline for deliverables may be adjusted depending on the recruitment of the team and epidemiological situation in the country.

### Standard note:

***Note:** In all cases, consultants may only be paid their fees upon satisfactory completion of services. In such cases where payment of fees is to be made in a lump sum, this may only be payable upon completion of the services to UNICEF's satisfaction and certification to that effect, and any advance on the lump sum may not exceed 30% of the fees. In such cases where payment of fees is to be made in instalments, the final instalment may **not** be less than ten per cent (10%) of the total value of the contract and will only be payable upon completion of the services to UNICEF's satisfaction and certification to that effect.*

## Annex I: Proposal form

**Assignment:** *[To be completed by vendor]*

**Financial Proposal from** *[Name of vendor]*

**Budget:** *[Please, indicate your daily rate] X 45 days = [total amount]*

**1. Risk mitigation plan and actions**

*[Please describe what risks you foresee and what mitigation measures you will undertake]*

**2. Other Issues**

*[Please use this space to describe any other issues related to the delivery of this assignment]*

**3. Two recent relevant samples of writing in English.**