**TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS**

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| **Title:**  **Data and Evidence Consultant** |  | **Type of engagement**  Consultant | **Duty Station:**  New Delhi |
| **Purpose of Activity/Assignment:**  The purpose of this consultancy is to provide technical support on Data analytics and evidence generation work that UNICEF India is undertaking in 2023 | | | |
| **Scope of Work *(Include Background/Rationale/Key Objectives of the Assignment)*:**  UNICEF is committed to the central role of research, monitoring and evaluation in results-based management, and continually seeks to strengthen the evidence and data function with a view to supporting programming. While furthering accountability towards governments, donors and other partners, data and evidence can yield lessons that will further enhance UNICEF’s contribution to development and the lives of children across the world.  In accordance with UNICEF’s decentralized structure, most evidence and data activities are conducted at country and regional levels. Important challenges include strategic coverage, coherence, accessibility and timeliness, and ensuring that quality standards are consistently met. Especially with respect to data, a country like India faces challenges in terms of data systems, data access and availability, data quality and data privacy, which all hinder the effective use of evidence to achieve results for children.  UNICEF India has recently developed its own Evidence Strategy, in which data is positioned as a key strategic priority. A new Evidence Unit within UNICEF India has been created to be able to provide the strategic direction and leadership on evidence and data for children. In line with UNICEF India’s commitment to further strengthen the quality assurance processes and quality management of all its evidence and data generation, the Country Office has plan to work on some of the prioritized data initiatives which would require additional support in the form of a consultant.  Outcome: Programme Effectiveness - Country programme is effectively and efficiently designed, coordinated, managed and supported to meet quality programming standards in achieving results for children  Output: UNICEF programmes, as well as State and National Governments, have enhanced knowledge and capability to design, implement and utilize high quality evidence, to improve programming and policy to achieve results for children.  The objectives of this consultancy are to support the Evidence Unit to work toward achieving the following outcomes:   * Ensure that UNICEF has a strategically aligned and well-prioritized action plan to resolve critical barriers around data for children in India for the next country programme. * Ensure UNICEF identifies and builds key entry points for data for children, including establishing relationships with key data producers (e.g. statistical divisions in line ministries, MoSPI, NITI Aayog, RGI, academic institutions, etc). * Respond to strategic demands (sectoral, cross-cutting, or office-wide) around data access, and data visualization/analytics support.   **A. Stakeholder engagement around data for children**   * Support the Statistics and Monitoring Specialist in leading any existing or new advocacy, training, workshops. consultation between UNICEF (evidence section and programme colleagues) and key government and NGO partners to discuss data gaps and way forward with respect to SDGs monitoring at national level (e.g., statistical divisions and working groups in line ministries, NITI, ILO, RCO, other UN agencies) * Undertake 1 internal capacity building workshop or webinar with staff on a critical data need at the India Country Office every quarter (webinar with all-staff or workshop with evidence and data focal points). * Support in Frontier Data Network initiative for India * Support Statistics and Monitoring Specialist on measurement exercise hosted under Aspiration Block Development Plan by NITI Ayog and also provide technical inputs on data analytics for effective decision making   **B. Sector-specific data analysis and visualization**  Review analysis already being undertaken by sector colleagues of key data sets (e.g. NFHS, SRS, U- DISE, MIS, POSHAN, etc.)  Conduct deeper analysis that is missing on critical indicators and prepare dashboard using Power BI or Tableau.  Produce sector-specific presentations\*/infographics of data on critical indicators for children, with key take-aways and recommendations. The sectors include Health, Nutrition, WASH, Education, Child Protection and Social Policy/Social Protection. A key focus on gender and equity is expected.  Support in presentation for the sectors and incorporate feedback.  **C.** **Multi-sectoral data analysis and presentation**  Based on the sector-specific analyses and drawing on the latest Situation Analysis completed in 2021, produce a compiled cross-sectoral analysis in the form of dashboard / infographics\* of key indicators for children for India Country Office, with key take-aways and recommendations.  A key focus on equity and gender is expected. The presentation will be uploaded on ECM (UNICEF India SharePoint).  Based on secondary desk review, prepare technical briefs and presentations highlighting issues around “data on Children and disability”, “data on Child Labour”, data on “Adolescents and mental health “etc.  E. **Internal repository for key data for children**  Build repository of key data for children, with existing datasets and analyses/products, along with clear instructions for any colleagues who would like to use the datasets  The repository should contain existing analysis by UNICEF’s sectoral data focal points, presentations/briefs prepared by the consultant themselves, as well as other external sources in the public domain).  Coordinate with KM focal point and maintain data repository on UNICEF ECM portal with respect to Data analytics and Advocacy  Support in updating the UNICEF Regional /Global Database with respect to key SDGs indicators  Coordinate with program sections and consolidate Evidence for Children Data action plans for ICO  Support in conducting pilot for Omega SitAn (Part of transitioning to Digital SitAn), coordinate with program sections for required information, review and finalization of information, review of indicators and dashboard, collate and upload on the Omega. Help in preparing brief notes for use.  **F. Technical support to ongoing research & evaluations**  Undertake a technical review of two evaluations and 10 Research deliverables (ToRs/inceptions reports) and suggest improvements in terms of methodology, sampling and existing data sources being utilized | | | |
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| Work Assignments Overview (*Include Major Tasks and Activities)* | **Deliverables/Outputs** | Timeline/Date for submission of Deliverable | Estimated inputs days |
| 1. **Stakeholder engagement around data for children** | | | |
| 12 x Internal consultations | For each consultation:   1. Agenda 2. Presentation (ppt) 3. Minutes of the meeting 4. Action point report | One internal consultation per month | 3 days per consultation =  36 days total |
| 6 x external workshops with partners e.g. MoSPI, ILO, RGI | For each workshop:   1. Background note 2. Agenda 3. Presentation (ppt) 4. Minutes 5. Workshop report | One workshop every 2 months | 4 days per workshop =  24 days total |
| 4 x internal skills building webinar | For each webinar:   1. Draft material and presentation 2. Training materials and final presentation 3. Feedback report | One webinar every quarter | 4 days per webinar = 16 days total |
| Support on Frontier Data Network | 1. Draft- concept note for Frontier Data Network 2. Consolidated Presentations by stakeholders 3. Meeting minutes 4. Revised draft concept note 5. Final concept note 6. Pillar-wise specific work-plan | M3  M5  M7  M9 | 10 days  3 days  1 day  8 days  6 days  7 days  = 35 days total |
| **B. Sector-specific data analysis and visualization (for 6 sectors)** | For each of the six sectors, deliver:  1. Desk review report  2. Draft analysis report  3.Final analysis and presentation.  4. Draft dashboard or infographics  5.Final dashboard  6.Presentation to staff (reference material) | One sector-specific analysis completed every 2 months | 5 days for each sector analysis =  30 days total |
| **C. Multi-sectoral data analysis and presentation** (Cross cutting) | 1.Draft analysis report  2.Final analysis and presentation.  3. Draft dashboard or infographics  4.Final dashboard  5. Thematic briefs  6. Presentation to staff (reference material) | M4  M6  M8  M10  M11  M12 | 5 days  7 days  7 days  5 days  8 days  2 days  = 34 days total |
| **D. Internal repository for key data for children** | 1. Desk -review report for Inventory preparation (Data, Research and Evidence and KM) 2. Completion report for data collection of relevant material (Data and briefs) for website and coordinate with various colleagues for the same 3. Note for the SitAN Omega website. 4. Populated excel sheets and explanation on how to use 5. Finalised content for ECM | M4  M7  M9  M10  M12 | 5 days  5 days  10 days  5 days  5 days  = 30 days total |
| **E. Technical support to ongoing research & evaluations** | | | |
| 2x Technical support for evaluations | For each evaluation:   1. Annotated inception report 2. Audit trail of report 3. Annotated data collection tools 4. Field visit report (1 visit) 5. Annotated Final report 6. Report on proposed management response. | Depending on evaluation timeline | 16 days per evaluation =  32 days total |
| 10 x technical support for Research and study design | For each research or study, one of the following deliverables:  Annotated ToR/concept note   1. Annotated inception report 2. Annotated data collection tools | As required | 1 day per review =  10 days total |
|  |  |  | 245 Days |

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| **Estimated Consultancy fee** |  |
| Travel - International (if applicable) | NA |
| Travel - National (please include travel plan)  ***Please specify here clearly the States and Districts where travel is required, number of trips, whether by air or train, number of days of outstation travel, terminals, travel within districts, if applicable, etc. so that the candidates can provide all-inclusive deliverable based fees.*** | 4 local trips |
| Per Diem/DSA (if applicable) | 4 local trips, 4 day each (16 days total) |
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| **Minimum Qualifications required:** | **Years of Experience/Knowledge/Expertise/Skills required:** | |
| Bachelors  Masters  PhD  Other   * A post-graduate university degree in statistics, population sciences, demography, social sciences, or economics | • A post-graduate university degree in statistics, population sciences, demography, social sciences, or economics  • Minimum of 12 years’ relevant work experience, progressively responsible at national and/or international levels in evidence generation activities and data analysis  • Demonstrated experience in statistical analysis of datasets, using software such as SPSS, Stata, R; experience with data visualization software such as Power Bi and Tableau is a plus.  • Demonstrated experience of researching child and adolescent issues in India and conducting data analysis on critical indicators for children in India; familiarity with key datasets such as NFHS, NSSO, U-DISE, NARSS, Census, SRS etc. Familiarity with various government department MIS’ is desirable  • Familiarity with UNICEF programming areas, such as Health, Nutrition, Child Protection, WASH, Education, Disaster Risk Reduction, Gender, tribal issues, and urban issues is desirable.  • Experience writing-up of research results for professional publications.  • Demonstrated experience in integrating an equity and gender perspective in methodological designs and analysis  • Fluency in English (verbal and written) and Hindi (verbal).  • Highly organized, self-motivated and dedicated individual, who hold him/herself to a high standard, and who works extremely well with others, especially people who may not have an in-depth understanding of data | |
| A) Technical Evaluation (75 Points)  B) Financial Proposal (25 Points)  Educational Qualifications (15 points)  Relevant professional experience (35 points)  Marks for shortlisting for interview (37 points out of 50)  Interview (19/25 points)  Minimum qualifying score in the technical evaluation is 56/75 | | |