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

**Candidates would be required to apply to either Documentation or Analytical Writing LTAs or they can also apply to both categories depending on their work experience**

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| **Title: Long Term Arrangements for Documentation and Analytical writing** |  | **Type of engagement**[x]  Consultant  | **Duty Station: New Delhi** |
| **Purpose of Activity/Assignment:** The main purpose of this LTA is to provide documentation, analytical writing and editorial skills to support UNICEF’s work in Knowledge Management for a period of 24 months extendable by another 12 months. |
| **Scope of Work *(Include Background/Rationale/Key Objectives of the Assignment)*:**Background: UNICEF works to advance the rights of children, adolescents and women in India. The organisation began its work in India in 1949 and advocates for the rights of children in 16 states through 15 State Offices. UNICEF has 8 outcomes for its programme in India or ‘sectors’ it works in: health; nutrition; water, sanitation and hygiene; education; child protection; inclusive social policy; public private engagement; programme effectiveness (e.g. behaviour change communication, disaster risk reduction, etc.)With growing emphasis on evidence-based policy, programmes and decision-making, Knowledge Management (KM) has become fundamental to UNICEF’s programming in India. The current focus of UNICEF’s knowledge management work is on strengthening knowledge partnerships, promoting a knowledge culture, building capacities and generating evidence.As part of evidence generation, UNICEF regularly produces and disseminates knowledge products such as innovations and good practices from the field, policy briefs, compendiums, situational analysis, case studies, newsletters, programme profiles etc. To ensure that these are relevant, easy to read and of the highest quality, it is imperative to have knowledge products edited and reviewed by external experts.Objectives: To ensure knowledge products are:1. Comprehensive and accurate
2. Well-researched, with relevant and high quality data analysis (where relevant)
3. Adequately referenced
4. Well-structured and laid out, for the intended audience
5. Written clearly, in appropriate style and tone for the intended audience
6. Well edited, and do not contain any spelling or grammar mistakes
7. Ultimately, the goal is for any knowledge products that are created or reviewed to be impactful – reaching the right audiences, and effectively conveying key messages that translate into meaningful action.
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| **Child Safeguarding** Is this project/assignment considered as “[Elevated Risk Role](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/DocumentLibrary1/Guidance%20on%20Identifying%20Elevated%20Risk%20Roles_finalversion.pdf?CT=1590792470221&OR=ItemsView)” from a child safeguarding perspective?        [ ]    YES    [x]    NO     If YES, check all that apply:                                                                                                                                                     **Direct contact role**[x]  YES     [ ]   NO  If yes, please indicate the number of hours/months of direct interpersonal contact with children, or work in their immediately physical proximity, with limited supervision by a more senior member of personnel:   20% of contract duration. The role would include interviewing families (including children) for content as well analysing child data for documentation and analysis

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**Child data role**[x]  YES    [ ]   NO

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| If yes, please indicate the number of hours/months of manipulating or transmitting personal-identifiable information of children (name, national ID, location data, photos: 40% of contract duration. The role would include analysing child data including personal data and photos. |

More information is available in the [Child Safeguarding SharePoint](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/SitePages/Amendments-to-the-Recruitment-Guidance.aspx) and [Child Safeguarding FAQs and Updates](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/DocumentLibrary1/Child%20Safeguarding%20FAQs%20and%20Updates%20Dec%202020.pdf)   |

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| **Consultant sourcing:**[ ]  National [ ]  International [x]  Both**Competitive Selection:**[x]  Advertisement [ ]  [ ]  Roster **Single Source Selection** [ ]  (Emergency - Director’s approval) | **Request for:**[x]  New SSA – Individual Contract[ ]  Extension/ Amendment |
| **Supervisor: Chief, Evidence for Children** | **Start Date: 1 August, 2023** | **End Date: 31 July, 2025** |
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| Work Assignments Overview (*Include Major Tasks and Activities)* | Deliverables/Outputs | Timeline/Date for submission of Deliverable |
| **Generic Knowledge Products** |  |  |
| Case Studies  | 25 – 30 pages | 6 weeks |
| Good practices /Lessons learned/Innovations from the field  | 1 – 10 pages | 6 weeks |
| Newsletters/Programme briefs/Research & Evaluation summaries | 2 – 4 pages | 2 weeks |
| Process documents/ Conference/Workshop/Seminar reports | 5-10 pages | 2 weeks |
| **Strategic Knowledge Products** |  |  |
| Working papers/Compendiums | 15 – 20 pages | 8 weeks |
| Policy briefs/Position Papers/Technical Papers/Discussion papers  | 4 – 5 pages | 6 weeks |
| Training materials/’How-to’ guides | 5 – 30 pages | 6 weeks |
| **Minimum Qualifications required:** | **Years of Experience/Knowledge/Expertise/Skills required:** |
| [ ]  Bachelors [x]  Masters [ ]  PhD [ ]  Other **Disciplines**: Post graduate degree/diploma in social sciences. Degree in Journalism and English will be an added advantage | * Proven professional experience in writing, editing, analyzing, and translating data and information into knowledge products that are aimed at influencing policies and programmes
* Good understanding of key policies and schemes of Government of India. Knowledge of current trends and issues in areas relevant to UNICEF’s work in India
* Experience in data collection/validation and analysis
* Expertise in using data visualisation techniques
* Fluency in English. Documentation consultants should also have working knowledge of Hindi. Knowledge of other Indian languages will be an asset.
* Excellent inter-personal skills to work with a range of stakeholders
* Ability to work independently, travel within India, and deliver against tight deadlines.
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| [**Competitive Selection Criteria**](https://unicef.sharepoint.com/%3Ax%3A/r/sites/DHR/_layouts/15/Doc.aspx?sourcedoc=%7Bda0b1215-ade3-4345-8188-e2b7df9b2fa4%7D&action=default&uid=%7BDA0B1215-ADE3-4345-8188-E2B7DF9B2FA4%7D&ListItemId=353&ListId=%7B465BE47D-174D-4461-B4D6-18B9FC34CB32%7D&odsp=1&env=prod&web=1&cid=a9bfc2d5-3213-4b69-9b04-acb0c830c6d1) **(for clarification see** [**Guidance)**](https://unicef.sharepoint.com/%3Aw%3A/r/sites/DHR/_layouts/15/Doc.aspx?sourcedoc=%7BB3E3517A-8BBF-4368-90FE-7DBCD31544EA%7D&file=Guidance%20on%20Completing%20the%20Selection%20Matrix%20for%20Consultants%20and%20Individual%20Contractors.docx&action=default&mobileredirect=true)A) Technical Evaluation (maximum of 75 Points) B) Financial Proposal (minimum of 25 Points)

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| TECHNICAL EVALUATION CRITERIA  | MAX POINTS |
| Educational qualifications  | 5 |
| Relevant professional experience in similar assignments, with bilateral/International/UN agencies  | 10 |
| Extensive knowledge of social development sector, specifically in UNICEF India’s priority areas. * Analytical writing consultants should have good knowledge of key policies and schemes of Government of India
* Documentation consultants should be familiar with rural areas and local languages of India
 | 10 |
| Proven relevant skills in data collection/validation, analysis and data visualization  | 10 |
| Interview | 20 |
| At least two samples of previous work | 20 |
| TOTAL MARKS  | **75** |

 Qualifying score in technical evaluation is \_50\_ out of 75. |
| **Administrative details:**Visa assistance required: [ ] [x]  Home Based [x]  Office Based: |  **If office based,** seating arrangement identified: [ ] IT and Communication equipment required: [ ] Internet access required: [ ]  |
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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 visa (applicable) and health insurance 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.

The General Terms and Conditions of Contract (Consultants) are [**ATTACHED**](https://unicef.sharepoint.com/sites/DHR/DocumentLibrary1/Forms/AllItems.aspx?id=%2Fsites%2FDHR%2FDocumentLibrary1%2FTalent%20Acquisition%2FConsultant%20and%20Individual%20Contractor%20CoE%2FHRD%20GTCs%20consultants%2Epdf&parent=%2Fsites%2FDHR%2FDocumentLibrary1%2FTalent%20Acquisition%2FConsultant%20and%20Individual%20Contractor%20CoE) ***(please attach the GTCs while advertising or sharing the TOR with candidates).***