

## TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

<b>Title</b>  Principal Investigator/Qualitative Researcher for GRASSP study on systems (Mexico)			<b>Duty Station:</b> UNICEF Office of Research-Innocenti, Florence (Italy)  <input checked="" type="checkbox"/> Home Based <input type="checkbox"/> Office Based
<b>Start date:</b> 17 <sup>th</sup> August 2022	<b>End date:</b> 30 <sup>th</sup> April 2023	<b>Type of engagement</b> <input checked="" type="checkbox"/> Consultant <input type="checkbox"/> Individual Contractor Part-Time <input type="checkbox"/> Individual Contractor Full-Time	
<b>Purpose of Activity/Assignment:</b> Principal Investigator (PI) co-leading research on institutionalizing age and gender considerations into social protection system reform processes (GRASSP Research Stream 3) in Mexico.			Total working days: 80 No. days/month:
<b>Scope of Work:</b>  <b>Background</b> The UNICEF Office of Research – Innocenti [hereafter UNICEF Innocenti] is the dedicated research office of UNICEF. It undertakes and commissions research on emerging or current issues of relevance for children in order to inform the strategic directions, policies and programmes of UNICEF and its partners. UNICEF Innocenti explores emerging issues, identifies research gaps, brings together researchers and support or undertake new research and data collection to address critical questions and to inform global debates.  The Child and Adolescent Rights and Empowerment (CARE) Team at UNICEF Innocenti co-leads the research programme on Gender-Responsive Age-Sensitive Social Protection (GRASSP) with the Social and Economic Policy (SEP) team. The aim of the GRASSP research programme is to examine how gender-responsive and age-sensitive social protection can sustainably reduce poverty and achieve gender equality across the life course, including among children and adolescents. CARE is looking for a consultant (qualitative researcher) starting as soon as possible, preferably by 15 <sup>th</sup> June 2022 to contribute to GRASSP research in Mexico.  <b>Objectives of Consultancy</b> The consultancy will feed into broader research in five countries that contributes to building an evidence base on ‘how’ and ‘why’ age/life-course and gender considerations have been institutionalized in recent social protection system reform processes. Specifically, the consultancy will involve co-leading the research in Mexico as part of GRASSP.  <b>Major Areas of Work and Responsibility</b> The consultancy will include a principal investigator (PI) leading the planning and implementation of the research initially in Mexico on the age/life-course and gender institutionalisation in social protection system reform processes. The specific activities include: <ol style="list-style-type: none"> <li>1. Conducting background research, contributing to planning and facilitating a stakeholder’s consultation, and developing the research protocol (<i>approximately 10 working days</i>).</li> <li>2. Developing the data collection instruments, translating them into Spanish, submitting and managing ethical clearance, developing and delivering training (research methods), acquiring UNICEF-provided mandatory online training on ethics in evidence generation (<i>approximately 10 working days</i>).</li> </ol>			

3. Planning, coordinating, supervising and conducting the data collection; supervising and quality assuring the verbatim transcription and translation (ES-EN) of the qualitative raw data (*approximately 12 working days*).
4. Conducting the coding and data analysis (*approximately 18 working days*).
5. Drafting the qualitative report and brief, including addressing comments by UNICEF (Innocenti and Mexico country office) (*approximately 20 working days*).
6. Contributing to planning, and attending the validation workshop with stakeholders; revising and finalizing the country research report and research brief as necessary, disseminating the results through presentations and attendance at dissemination events, as required (*approximately 10 working days*).

#### Supervision and work arrangements

The PI Consultant will work remotely and will be supported by another local consultant, and will coordinate regularly with researchers at UNICEF Office of Research – Innocenti and with the Social Policy team in UNICEF Mexico. S/he will be supervised by a Research Officer at Innocenti.

Should the consultant not have access to the NVivo software, UNICEF will purchase an NVivo license for the consultant, which will be returned by the consultant to UNICEF at the end of the consultancy contract.

As the research is envisaged to take place primarily in the capital Mexico City, travel is envisaged only locally. The costs of travel to undertake any required fieldwork associated with this consultancy will be covered by UNICEF's Office of Research-Innocenti in accordance with UNICEF travel policy. The contract holder will be responsible for arranging his/her own travel and must be in line with UNICEF policy on entitlements for consultant travel. The consultant will be responsible to use the UNICEF approved airlines exclusively, obtain security clearance, be compliant with training requirements (BSAFE), arrange for own necessary visas and vaccinations where applicable and obtain medical evacuation insurance coverage for the duration of the trip.

**Minimum Qualifications required:** ☐ Bachelors ☒ Masters ☐ PhD ☐ Other

**Disciplines:** Advanced degree in Childhood studies, Gender studies, Social Sciences, Public/Social Policy, Sociology, Anthropology, or relevant fields in areas of UNICEF work is required. A PhD is strongly preferred.

#### Knowledge/Expertise/Skills required:

##### Academic requirements:

- Master's degree in the social sciences, public policy, international development, social research methods, gender, or other related fields to the work of UNICEF.
- A PhD strongly preferred.

##### Professional experience requirements:

- A minimum of 8 years of proven relevant experience conducting primary qualitative research and analysis on social protection systems, child rights and/or gender is essential. Experience leading primary qualitative research is preferable.
- Experience with primary qualitative data collection (including key informant interviews with senior policymakers and officials) is essential.
- Knowledge of and experience conducting political economy analysis is essential.
- Knowledge of social protection, child rights and/or gender issues in Mexico or other Latin American countries is essential. Demonstrated experience of conducting research on these

issues in Mexico or other Latin American countries is essential. Knowledge and experience of all three sets of issues in the context of Mexico is strongly preferred.

- Experience with fieldwork and leading primary qualitative data collection is essential.
- Demonstrated experience at analysing qualitative data, including excellent knowledge of qualitative data analysis software such as NVivo or Atlas.ti is essential.
- Strong track record of peer-reviewed publications in social protection and/or gender is essential.

**Language proficiency:**

- Fluency in written and spoken English and Spanish is essential.

**Other Requirements:**

- Solid analytical, problem-solving, writing, and presentation skills, particularly in the context of international work settings.
- Demonstrated ability to organize own work and to carry out a research project with limited supervision, and work according to deadlines.
- Ability to work collaboratively in a team environment with staff with different experience and skills and with staff in different geographic locations.
- A flexible mindset and 'can-do' attitude in an evolving programme context.
- Demonstrated ability to set high standards for quality of work and consistently achieve project goals.

**Core Values and Competencies**

UNICEF's values of Care, Respect, Integrity, Trust, Accountability and Sustainability (CRITAS).

Core Competencies:

Builds and maintains partnerships (Level 2)

Demonstrates self-awareness and ethical awareness (Level 2)

Drive to achieve results for impact (Level 2)

Innovates and embraces change (Level 2)

Manages ambiguity and complexity (Level 2)

Thinks and acts strategically (Level 2)

Works collaboratively with others (Level 2)