**UNICEF-Türkiye**

**TERMS of REFERENCE (ToR)**

**SHORT TERM NATIONAL INDIVIDUAL CONSULTANCY**

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| **Data Landscape Analysis for Child Related Data in Türkiye** | **REF: PME/TURA/2024-B** |
| **Programme/Activity Work Plan Code and Title:** Turkish Statistical Institute & UNICEF Programme of Cooperation 2021-2025 Rolling Work Plan (RWP) 2023-2024 (Output 4.1: National capacity for evidence generation, Activity 1: Survey and Analysis: collaboration on evidence generation about data for children) | |

1. **Background**

Türkiye is the 19th largest economy in the world, with a GDP of roughly $906 billion[[1]](#footnote-1). It is a member of the Organization for Economic Co-operation and Development (OECD) and the G20, with a population of 85 million people of which over twenty-two million percent are children (22.5%)[[2]](#footnote-2). As a member of the OECD and G-20, Türkiye contributes to and benefits from a collaborative platform of some of the world's most advanced economies. Türkiye pursued ambitious reforms and enjoyed high growth rates between 2006 and 2017 that propelled the country to the higher reaches of upper-middle-income status and reduced poverty. Despite significant social and economic achievements, disparities in development outcomes for children persist based on gender, geographic location, and wealth, especially post COVID19. The situation is further exacerbated by the two devastating earthquakes that struck the country on February 6th,2023: beyond the human tragedy, physical damage in 11 provinces accounting for 16.4 percent of Türkiye’s population and 9.4 percent of its economy[[3]](#footnote-3). Furthermore, Türkiye continues to host the largest refugee population in the world of four million people, of which 1.8 million are children and adolescents. In spite of commendable support by the Govt of Türkiye, they face risks and challenges to their protection, safety, emotional well-being, and education. The COVID-19 pandemic and deteriorating economic climate have exacerbated their situation.

Within the SDG context of” leave no one behind,” there exists an opportunity, and a pressing obligation, to support better outcomes for children. Fostering a thriving data ecosystem, in which the right data are in the right hands at the right time to impact decisions, can drive better results for the children of Türkiye. Experience from around the world has made it abundantly clear that the right data in the right hands at the right time can create positive change. Getting those data where they belong when they are needed, however, requires a new way of thinking about data investments – one that is driven by the intended use of data[[4]](#footnote-4).

A robust data system can play a key role in addressing the data gaps and facilitate the issue of reaching the correct data on a timely fashion. Compared to census and national surveys, administrative records can provide timely and cost-efficient data for countries to design evidence informed policies.

Türkiye recognizes the vital role of data systems and administrative data in particular, which offer efficiency, precision, and an invaluable resource for policymaking. Transforming this data into actionable insights and fostering data interoperability are pivotal steps in enhancing data reliability and availability. Therefore, a thorough analysis of the data eco-system with respect to producers and coherence can play a key role in empowering the data availability.

1. **Purpose, Objectives and Scope** 
   1. **Purpose**

Consistent and credible data is critical to the improvement of children lives and essential to realizing the rights of every child. They make change possible by identifying needs, supporting advocacy, and gauging progress. Data is critical in carrying out advocacy and action towards children’s wellbeing by providing governments with facts on which to base decisions and actions to improve children’s lives. In Türkiye, although data systems are considerably strong, efforts are needed to enhance data systems are consolidated and able to inter operate to generate all the evidence needed to produce better-informed policies for children wellbeing.

In pursuit of this goal, UNICEF Türkiye Country Office in collaboration with TurkStat and line ministries would like to commission a data landscape analysis report and strategic action plan to examine the Türkiye data for children ecosystem through the lens of data demand, supply, and use. This is in line with the on-going conversations and continued efforts on addressing data gaps for refugee children, host communities and other vulnerable groups.

Concrete plan on data landscape analysis will be finalized vis a vis a consultation with relevant partners and key ministries to feed into the process of planning and build consensus on scope, methodology and budget, to achieve a robust outcome for the exercise for the data ecosystem in Türkiye, facilitating evidence-based investments in policies and programs for all children in Türkiye.

* 1. **Objectives and Scope**

Under the close supervision of M&E Specialist, P3, the consultant will work closely with national government counterparts, mainly relevant line ministries to gather and analyze the overall data ecosystem in each ministry, specifically on child related data. The consultant will gather data and information on administrative data systems, data flow mechanisms including the data collection, organization, storage, reporting/dissemination mechanisms , and systems, with a special focus on child-related statistics

The consultancy work should map Türkiye’s existing data for children landscape, and future priorities for data related to children; identifies data gaps, constraints, and challenges; and provides actionable recommendations to address these gaps and inform planning and decision-making. The analysis should focus on the data generated by ministries (both survey-based and administrative records) including but not limited to, Turkstat, MoNE, MoFSS, MoH, MoLSS, MoJ, PMM and other relevant line ministries or agencies. The overall purpose of the exercise is to address the gaps and improve the availability of child related data in Türkiye.

The specific Objectives of the Data Landscape Analysis for Child Related Data is:

* To identify the challenges and gaps and develop strategies to improve coordination and data sharing among government institutions, specifically on some of the indicators on child well-being in Türkiye
* To develop strategies, with action plan/s including responsible institution to address the bottlenecks for effective and efficient child related data generation and dissemination. This includes mapping the data landscape in the identified priority areas, specifically ministries by identifying capacity, systems and resource needs i
* Assess the level of interoperability and integration among various administrative data systems and identify areas for improvement.
* To provide analysis of administrative data landscape taking into account the current and potential data actors (including demanders, suppliers, and users), existing data systems and capacities, (both government and major government partners), priorities of the government, the UN and the UNICEF country program, and future plans, opportunities, and threats for child well-being.
* Define the data gaps in areas that relates to children well-being compared to CRM (Child Rights Monitoring) framework, National Development Goals (12th NDP) and internationally used set of child-wellbeing indicators like the Sustainable Development Goals(SDGs)
* Propose measures for data integration and standardization to enhance the consistency and accuracy of definitions and data collection standards.

Based on the above, the analysis report should also:

* Develop a strategic action plan that will focus on.
  + Ensuring the availability of disaggregated data on child wellbeing both at administrative level and through surveys with a collaborative and collective effort
  + Enhance coordination to generate and share data among government institutions, to support evidence-based planning and policy making at different levels
  + Identifying bottlenecks/challenges and propose corresponding recommendations
  + Design a roadmap to develop reporting tools and a common child database
* The analysis should be consistent with the principles for data work and take into account data demand, supply, and use elements. It should focus on advancing ministries' data management systems and infrastructures to be user-friendly and to generate collective information.
* The strategy to be developed should, to the extent possible, include indicative costs, allowing it to be easily translated into resource mobilization appeals.
* The strategy to be developed should, to the extent possible, be developed along with key members of the TurkStat and Ministry officials in a consultative process.

The Data Landscape Analysis for Child Related Data will be developed from a combination of desk research and key informant interviews with key officials from the ministries, CSOs and other partners. While there are several data related activities and innovations taking place in Türkiye, the scope of this activity focuses on the national level (Mainly data generated by TurkStat and other Government ministries) data both administrative and survey-based, for children ecosystem.

1. **Methodology**

The methodology of the exercise should follow the below steps at minimum. Consultant(s) can propose additional steps.

**Desk Review**

* Review legislation, policies, and regulations related to data collection, sharing, and protection concerning children.
* Analyze existing data systems, surveys, and methodologies utilized by ministries and other stakeholders for collecting child-related data.
* A stakeholder mapping form that facilitates capturing consistent information about children data stakeholders in the country, ensuring consideration of users, producers, and government institutions.
* Categorize data sources by relevance to children, refugees, and SDGs.
* Create an inventory of existing administrative and survey data sources across various sectors and government bodies.

**Data Collection**

* Conduct key informant interviews with officials from ministries such as TurkStat, Ministry of National Education, Ministry of Family and Social Services, Ministry of Health, Ministry of Justice, and Presidency of Migration Management.
* Engage with representatives from Civil Society Organizations (CSOs), UN agencies, and other relevant partners involved in child welfare initiatives as data users.
* Gather insights on current data collection methods, challenges, and opportunities for improving data sharing and utilization.
* Discuss potential strategies for enhancing interoperability and integration among various data produced by different actors.
* Consultant can suggest additionally focus groups discussions or questionnaires to collect more evidence.

**Analysis**

* Analyze the collected data to:
  + Identify gaps, constraints, and challenges in the existing child-related data landscape.
  + Evaluate the level of interoperability and integration among different data systems and identify areas for improvement.
  + Assess the quality, consistency, and accuracy of existing data sets, including demographic information, health indicators, education statistics, and social welfare data.
  + Identify specific data gaps related to child well-being indicators and areas requiring further attention and investment.
  + Analysis should be presented in the form of a report

**Action Plan Development**

* Consolidate the findings and develop a strategic action plan based on the analysis and stakeholder inputs.
* Outline specific strategies for ensuring the availability of disaggregated data and establishing a children database.
* Estimate costs for implementing the action plan to facilitate resource mobilization efforts.

1. **Deliverables**

The Data Landscape Analysis for Child Related Data in Türkiye will include the following deliverables.

* Inception report including the methodology for the field work.
* Data Landscape Analysis for Child Related Data in Türkiye Report- an analysis of Türkiye data landscape. This should include identifying the major needs, existing initiatives, data quality and interoperability and new opportunities in data for children working in those areas.
* A strategic action plan included in the report to guide the government and UNICEF data for children’s actions and investments, including indicative costs and human resource implications wherever possible. The report should, to the extent possible, include indicative costs, allowing it to be easily translated into a costed action plan.

The payment will be made after UNICEF TCO approves each deliverable. The following table provides specifications about when payment will be processed:

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| **Tasks** | **Deliverables** | **Estimated # of days** | **Payment Schedule** |
| Preparation of Inception Report including the methodology | Inception Report (including the methodology) | 15 days | 20% of the agreed amount |
| Preparation of draft report on” analysis of data landscape for child related data in Türkiye” | Draft report on “Data Landscape Analysis for Child Related Data in Türkiye” | 35 days | 50% of the agreed amount |
| Preparation of a strategic action plan | A strategic Action Plan with recommendations and responsible stakeholders | 10 days | 30% of the agreed amount |
| **Total Estimated Consultancy days** |  | **60 days** |  |
| Travel | Travel report | - | If unforeseen travel outside the consultant’s duty station city is requested by UNICEF, it will be covered as mentioned on item V of 5th section. |

**All deliverables as per the scope of work must be satisfactorily completed and accepted by UNICEF TCO to facilitate payment. Delivery estimated working days are tentative.**

Given the nature of the deliverables, they will have to be produced at different stages throughout the consultancy period. Therefore, payments will be based on progress reports that will include progress against each deliverable. Deliverables are contingent upon approval by the supervisor.

1. **Estimated duration and cost of consultancy**
2. **Duration:** Consultant will work 60 days for the assignment, until 31 December 2024 to allow for final feedback and adjustments including the update of the report.
3. **Estimated Cost of Consultancy:** Applications shall include a detailed financial proposal that elaborates on daily costs based on the completion of above-mentioned deliverables, including a total sum demanded. All costs, including travel, accommodation, administrative costs, etc. shall be covered by the contractor and should be included in the financial proposal as a separate heading and broken down into details of accommodation and travel costs in line with UN DSA rates. The candidate is required to specify their daily rates and the total amount as per the number of anticipated working days for each deliverable in the financial proposal and provide the breakdown of the lump sum amount as well as incidentals of each deliverable in TRY.
4. **Payment:** UNICEF will issue a contract in TRY. The payment will be done in instalments upon submission of the deliverables as per the above list and will be executed in TRY.
5. **Payment Schedule:** The payments will be made upon the delivery of outputs. In case of any unexpected delay(s) in the estimated time frame (approval process, force majeure, etc.), the duration of the assignment might be extended subject to the same conditions and mutual will of the parties.
6. **Travel Requirements:** Travel, if required (local), the costs of travel shall be covered by UNICEF in line with applicable rules and regulations and upon prior written agreement. In such cases, the consultant shall receive living allowances not exceeding the UNICEF Daily Subsistence Allowance (DSA) rate for such other location(s). As per UNICEF operational guidelines, will be in economy class and will use the most economical route. No travel should take place without an email travel authorization from section prior to the commencement of the journey from the duty station.
7. **Reservations:** UNICEF reserves the right to terminate the contract without a prior notice and/or withhold all or a portion of payment if performance is unsatisfactory, if the rules and the regulations regarding confidentiality, ethics and procedures of UNICEF and the project partners are not followed, if work/outputs are incomplete, not delivered or for failure to meet deadlines.

VII **Duty Station:** The duty station for the consultant is hybrid, it will be Ankara mainly and home based for report writing period.

1. **Policies both parties should be aware of**

The consultant(s) must respect the confidentiality of the information handled during the assignment. Documents and information provided must be used only for the tasks related to these terms of reference.

The deliverables will remain the copyright of UNICEF. Members of the team may not use the data for their own research purposes, nor license the data to others, without the written consent of UNICEF.

Bidders shall present a detailed financial proposal that elaborates on daily costs based on the above-mentioned schedule and deliverables, including a total sum demanded. All costs, including travel, accommodation, administrative costs, etc. shall be covered by the contractor and should be included in the financial proposal as a separate heading and broken down into details of accommodation and travel costs.

1. **Conditions of Work**

The assignment is home-based, and the consultant will work directly with UNICEF Türkiye Country Office. No work may commence unless the contract is signed by both UNICEF and the consultant. The consultant will be responsible to work with in close cooperation with TurkStat.

Remarks and reservations:

1. UNICEF reserves the right to terminate the contract and/or withhold all or a portion of payment if the rules and the regulations regarding confidentiality, ethics and procedures of UNICEF and the partners are not followed, the performance is unsatisfactory, or work/deliverables are incomplete, not delivered or fail to meet the deadlines. The consultant(s) must respect the confidentiality of the information handled during the assignment. Documents and information provided must be used only for the tasks related to these terms of reference.
2. **Confidentiality and Data Ownership**

Data/information gathered by the individual consultant cannot be used for personal or professional goals by the institution or its employees without the prior request and approval by UNICEF. Ownership of the data belongs to UNICEF.

1. **Minimum Required Qualifications**

The selected individual consultant should meet the following requirements:

* Minimum 8 years of experience in data analysis and general familiarity on the data landscape studies.
* A strong background in accessing, collecting and analyzing official data sources, national surveys and administrative records, including data integration, and data governance.
* Familiarity with the data landscape (producers and users) in Türkiye, including knowledge of relevant government institutions and data sources.
* Previous experience in the public sector or a deep understanding of Turkish administrative processes.
* Demonstrated proficiency in data analysis, data mining, and statistical analysis.
* Proficiency in data visualization tools and techniques to present findings effectively.
* Strong research and documentation skills, as the analysis will require data collection and comprehensive documentation of findings.
* Ability to create a clear project plan, including milestones and deliverables.
* Proficiency in relevant software and tools for data collection, analysis, data visualization, and data management.
* Understanding of data security and privacy regulations in Türkiye, measures for ensuring the confidentiality and integrity of sensitive data.
* Strong communication skills for conveying complex technical information to non-technical stakeholders.
* Excellent speaking and writing skills of English and Turkish.

1. **Management and Supervision**

The consultants will work in close consultation with and under the supervision of UNICEF Türkiye Monitoring and Evaluation Specialist, P3.

1. **Applications and selection criteria**

Applications should be submitted in English and should include:

* Financial proposal using the Financial Proposal Template
* P11 Form or CV, where previous experience is provided in detail.
* Cover letter explaining how the prior experience is in line with the requirements described in this ToR.
* Any other document demonstrating the previous related work.

The applications will be evaluated from technical and financial points of view. Only short-listed candidates may be called for an interview.

The applications will be evaluated from the technical and financial point of view. Technical aspects will be evaluated using the criteria outlined in the below matrix:

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| **Criteria for technical evaluation** | **Max points** |
| Minimum 5 years of experience in data analysis and general familiarity on data landscape studies | Max. points: 15 |
| Previous experience in the public sector or a deep understanding of Turkish administrative processes. | Max. Points: 25 |
| Demonstrated proficiency in data analysis, data mining, and statistical analysis. | Max. Points: 10 |
| Strong research and documentation skills, as the analysis will require data collection and comprehensive documentation of findings. | Max. Points: 10 |
| Familiarity with the administrative data landscape in Türkiye, including knowledge of relevant government institutions data flows and data sources. | Max. Points:  10 |
| **Maximum total points** | **Max points: 70** |

Each proposal will be assessed first on its technical merits and subsequently on its price. In making the final decision, UNICEF considers both Technical and Financial Proposals. The proposal obtaining the highest overall score after adding the scores for the Technical and Financial Proposals together, that offers the best value for money, will be recommended for award of the contract.

The evaluation and award criteria used for this ToR are cumulative analysis evaluations (point system with weight attribution). The weighting ratio between the technical and financial proposals will be 70:30. The respective importance between technical and financial scores will be weighted as 70% and 30%.

An offer is considered technically acceptable (and therefore eligible for opening of financial offers) when it obtains 49 Points out of 70 during the technical evaluation. The final selection of the consultant/expert will be based on a combination of the technical and financial proposals with a weighting of 70% for the technical proposal and 30% for the financial proposal. In the case of cumulative analysis, the proposals scoring below 70% of the available technical points will be considered non-compliant and will be rejected and not further considered (e.g., in the case of 70:30, the passing score is 49 points out of 70).

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|  | **PREPARED** | **REVIEWED** | **REVIEWED** | **APPROVED** |
| **BY** | Emine Arslan Pauli  *Information Management Officer* | Mekiya Feki  *Monitoring and Evaluation Specialist* | Pashmina Naz Ali  *Chief of Planning, Monitoring and Evaluation* | Malti Gandhi  *Deputy Representative* |
| **ON** |  |  |  |  |
| **SGN** |  |  |  |  |

1. World Bank, 10 April 2023 [↑](#footnote-ref-1)
2. TurkStat 2022 [↑](#footnote-ref-2)
3. World Bank, 10 April 2023 [↑](#footnote-ref-3)
4. UNICE, 2019 [↑](#footnote-ref-4)