

27 July 2020

TERMS OF REFERENCE

Consultancy for Education Research – S4D Project Jamaica Case Study Education Unit

Summary	Title: Getting into the Game: Child-focused Sport for development Phase 2 Project	
	Purpose	To undertake qualitative data collection about a child-focused sport for development project in Jamaica from key stakeholders such as children and adolescent participants, coaches, parents, organization's staff member and others.
	Start date	Approximately end of August 2020 for a three-month period
	Reporting to	Education Unit UNICEF Office of Research – Innocenti

Background

The Office of Research-Innocenti (OoR-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. The Office explores emerging issues, identifies research gaps, brings together existing researchers, and supports or undertakes research and data collection to address critical questions and to inform global debates.

Every Child has the right to learn. However, the gap between what education systems are providing in terms of learning achievements, and what children, communities and economies need, is growing. The breadth and depth of this learning crisis provides the greatest global challenge to preparing children and adolescents for life, work and active citizenship. UNICEF vision for education is that 'every child learns', articulated in the 2019-2030 Education Strategy across three inter-related goals: (i) equitable access to learning opportunities; (ii) improved learning and skills for all; (iii) improved learning and protection for children in emergencies and transitions. The generation and use of research and robust evidence are key for the achievement of the Sustainable Development Goals (SDGs), the Education Strategy and the UNICEF Strategic Plan for 2018-2021 as reflected in the Priorities for research and data in support of UNICEF's Strategic Plan – Using the power of evidence to drive change for children.

Sport for development (S4D) refers to the use of sport, or any form of physical activity, to provide both children and adults with the opportunity to achieve their full potential through initiatives that promote personal and social development. The international evidence-base on child-focused S4D supports the important role sports can play in improving the lives of children around the world, especially the most marginalised, regarding education, social inclusion, child protection and empowerment. However, there are still significant evidence gaps on how S4D programmes and stakeholders across different policy domains can help further support short-term outcomes and longer-term objectives, such as the achievements of defence of the rights of the child and child-focused SDGs.

In 2006, Barcelona Football Club (FC Barcelona) and the Barça Foundation signed a pioneering partnership with UNICEF. The partners' focus is to improve children's lives through sport, play and protection. In 2018, in collaboration with the Barca Foundation, UNICEF Office of Research-Innocenti launched a research project that aims to understand and build the global evidence base for advocacy, policy and practice on the use of sport in fulfilling children's development and overall well-being through S4D programmes. The research programme is now starting a Phase 2.

Phase 2 will build on the results from Phase 1 (see <https://www.unicef-irc.org/getting-into-the-game>) to: further explore and identify the contribution of sports in delivering outcomes, particularly in access and learning outcomes (education) and life skills outcomes (social inclusion, child protection and empowerment); establish the key characteristics of successful or promising S4D initiatives; and develop a coherent process-focused theory of change for child-focused S4D programmes.

To meet the objectives of this project, UNICEF is seeking to contract a Qualitative Researcher to undertake data collection and fieldwork in Jamaica.

Objectives, Purpose & Expected results

The objective of the field work is to collect qualitative data that contribute to the evidence base on child-focused sport for development (S4D) as part of a global project on this topic. Three pilot case studies and 7 case studies will be undertaken in multiple countries which will complement the findings from a data review and secondary data analysis. UNICEF and partners expect the data collection to directly feed into the analysis of child-focused S4D as part of the Phase 2 project. This data collection will help to understand the common characteristics and practices of S4D initiatives for transferability and scaling up. A synthesis report of findings will be developed which will draw out lessons learned to further strengthen theories of change developed as part of Phase 1 as well as programming and policy recommendations.

UNICEF will assume responsibility for:

- Providing the research protocols and data collection instruments;
- Coordinate with the S4D organizations about sampling and other study design aspects; and Training of the Qualitative Research Team in advance of data collection and tailored to the needs of the study.

The purpose of the consultancy service will be to undertake qualitative data collection from different stakeholders of a child-focused sport for development project in Jamaica and to produce English transcriptions of the interviews that took place.

The selected Qualitative Researcher is expected to: i) possess knowledge of local customs, languages and practices; ii) possess experience of qualitative data collection or detailed knowledge of related methods; iii) provide details in advance on how they will manage the field work in country based upon the sample, and mitigate potential risks and ethical issues of the data collection.

Description of the assignment

Objective: Undertake field work for the child-focused S4D study;

The contracted qualitative researcher(s) will provide a package of support to the project which includes the following:

- a) **One written work plan** for the field work according to the objectives of the study and the final selected S4D programme and sample of respondents selected. This should be risk-informed (including security issues) and delivered two weeks in advance of the field work.

The plan should describe in detail how the team will manage the field work based on the selected sample, respondent groups and associated research instruments as described in Annex I. The plan should have a separate section that discusses potential risks and considerations of the data collection generally in the context of local culture and norms, and specifically related to data collection in S4D programme (the programme timetable, and limited disruption to the programme sessions on the day(s) of collection). It should also take into account the clearance processes required by central and local authorities. Ethical considerations in relation to working with children, adolescents as well as adults should be discussed, identifying potential risks and vulnerabilities.

- b) **Translating the data collection instruments and consent** forms into Jamaican Patois.
- c) **Undertake qualitative data collection training** by the S4D project lead at UNICEF. The training will include a review of the research instruments and its evaluation, and in-depth discussions of ethical considerations and protocols.
- d) **Undertake qualitative data collection**, based on pre-agreed sample and instruments, ensuring timely completion and recording of all interviews, and completion of documentation related to interviewing. Data collection should be undertaken preferably when S4D programmes are in session. All interviews should be recorded.
- e) **Ensure completion of debriefing forms and observation sheets**, including observations of the programme, and community context, respondents' conditions and interactions, challenges experienced throughout the data collection process, and other observed information relevant to the data collection, programme, school and community environments, and the process of S4D programmes.

- f) **Delivery of transcribed and recorded interviews within 3 weeks after data collection.** Final data is provided in both the official language of the country as well as in English.
- g) **Delivery of one summary report of 5-10 pages within 4 weeks after data collection** on the quality assurance practice and any concerns related to the field work and data processing over the lifespan of the consultancy. This report should also document any changes to the field work plan and any ethical issues encountered. This report should be provided in English.

Deliverables

Deliverables	Deadlines	Payment Schedule	Payment Date
1. A written plan for the field work based on the pre-agreed selected S4D programme and sample of respondents, which should also include a plan for the training of the enumerators (English) (refer to "a" above)	Mid-August and 2 weeks in advance of field work	30%	28 August 2020
2. Delivery of interview recording and transcriptions, and survey data entry sheet (both original language and English) (refer to "f" above)	Within 3 weeks after field work	50%	2 October 2020
3. One summary report (10-15 pages) (English) (refer to "g" above)	Within 4 weeks after field work	20%	24 November 2020

UNICEF reserves the right to withhold all or portions of the payment if performance is deemed unsatisfactory (assessed on the quality of data collected), if work/outputs is incomplete, not delivered or for failure to meet deadlines.

The products and deliverables of this consultancy service are not the property of the contracted partner. No deliverables may be shared or published without written permission from the selected S4D programme and UNICEF. UNICEF reserves the right to adapt and modify them.

Estimated work

Below a list containing number of interviews expected by respondent and interview type:

- 2 FGD with girls and 2 FGD with boys (with approximately 5 participants each)
- 1 FGD with mothers and 1 FGD with fathers (with approximately 5 participants each)
- 4 interviews with coaches
- 1 interview to organization's project officer
- 1 interview to a teacher
- 1 interview to a school leader
- 1 interview to a community leader
- Possibly 2 or 3 more interviews with stakeholders that can vary depending on the programme

The following table reports the tasks in which we expect the consultant to be involved and the estimated number of days to charge for their completion.

Activities	Estimated no. of days
Obtaining local IRB and/or clearance from authorities	2 days
Attending training with OoR project lead for an introduction to the project, S4D, and data collection tools	2 days
Preparation work (meeting with representative from S4D organization for logistical arrangements and other liaison work)	1 day
Travel to and from programme location	1 day
Translation of data collection instruments (2 FGD guides and interview guide)	2 days
Qualitative interviews and FGDs	6 days
Transcription in English of all interviews	15 days
Reporting (initial and final)	2 days

Reporting requirements

The contracted partner is expected to use their own equipment, including computers, recorders and other types of hardware and software necessary for the data collection work.

The contracted partner shall not make use of any unpublished or confidential information made known in the course of performing the duties under the terms of this agreement, without written authorization from the selected S4D programme and UNICEF. The products of this consultancy are not the property of the

contracted partner and cannot be shared without the permission of the selected S4D programme and UNICEF. The contracted partner shall respect the traditions and customs of local communities and refrain from interfering in the country's political affairs. National law on intellectual property right will be applicable where necessary.

Location and Duration

The consultant is expected to be based in Kingston and might need to travel to outside project locations (no more than 2 hours from Kingston) for approximately one week. Travel within the country will be conducted when safety conditions are permitting.

The contract starts upon signature and is to conclude within 3 months. Data collection must take place when the selected S4D programme is in session.

Qualification requirements

Applying individuals must possess the following qualifications:

- Proven experience in managing and undertaking qualitative data collection;
- Strong understanding of various qualitative methodologies, including interviews, surveys, and focus groups;
- Experience in interview transcription;
- Experience in undertaking sport-for development or school-based data collection and associated practical ethical considerations desirable;
- Experience in research on and with children and familiarity with relevant practical and ethical considerations;
- 3+ years of work experience in qualitative research with children;
- Fluency and excellent writing skills in English and Jamaican Patois mandatory;
- Knowledge of the country context and major education issues; and,
- Excellent communication skills.

Project management

The selected consultant will be working under the overall supervision of the Education Manager and liaison / coordinate and report to the S4D project lead of UNICEF on a regular basis regarding the execution of the field work and technical matters.

Core Values

Core Values: Care; Respect; Integrity; Trust; Accountability.

Any other information

UNICEF shall hold all property rights, such as copyright, patents, and registered trademarks, on matters directly related to, or derived from, the work carried out through this consultancy contract with UNICEF.

Other costs of the assignment:

Costs of travel to undertake any required fieldwork associated with this Consultancy will be covered by the consultant in accordance with UNICEF travel policy. The contract holder will be responsible for arranging their own travel and must be in line with UNICEF policy on entitlements for consultant travel. Travel within the country will be conducted when safety conditions are permitting. 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.