

Terms of Reference for a LTA for an Individual Consultant

Title Services relating to comparative international research on issues of child rights and well-being		Office: UNICEF Innocenti - Global Office of Research and Foresight, (Italy)	
Start date: 15 ^h Dec 2024	End date: 14 th Dec 2026	Type of engagement: Long Term Arrangement with Individual Consultant <input type="checkbox"/> Time bound <input checked="" type="checkbox"/> Target Value	Duration of LTA: Initially for 2 years with potential extension for one further year

Background

UNICEF Innocenti regularly requires specialist work, relating to OECD/EU countries, from researchers who have expertise in comparative international research and analysis on issues of child rights and well-being and who can provide support to UNICEF offices on evidence generation and usage.

Purpose/objectives of the Long-Term Agreement

To provide expert services related to comparative international research analysis relevant to child rights and child well-being. This will include working on specified research projects to produce reports and other research outputs, and providing expert advice and analysis to UNICEF offices in OECD and/or EU countries.

Key tasks

Under the overall guidance of a research manager, the consultant will perform the following tasks:

- Collate and evaluate research evidence and undertake complex statistical analysis.
- Prepare briefing notes, technical documents, working papers and contribute (analysis and writing) to office publications.
- Present the results of analysis to non-technical audiences.
- Provide expert advice and analysis to UNICEF offices related to the use of research and evidence.

Key deliverables

- Number of days of owed research services
- Training and support delivered to UNICEF staff and internal/external researchers
- Research on secondary data and feasibility studies
- Statistical analysis, interpretation, technical and working papers
- Research reports and other research outputs
- Presentations and other forms of dissemination

Supervision

The consultant will work under the direct supervision of a Research Manager or Specialist.

Contracts created against the LTA.

1. The LTA to be signed will have a fixed daily fee rate for the full duration. However, UNICEF does not warrant that any quantity of services will be purchased during the term of the LTA as this will depend on forthcoming needs.
2. The consultant is expected to provide an all inclusive (i.e. taking into account IT equipment, software, subscriptions that the consultant is planning to need) - daily fee rate for the services they will provide.
3. The working hours that need to be kept will be determined by the contract created against the LTA.
4. Whenever research work is required, details of the tasks will be presented according to the availability of the LTA holder.
5. Upon receipt of confirmation of availability and interest in assignment, a contract will be issued with the fees agreed in the LTA. The consultant must sign the contract prior commencement of work.

Conditions of consultancy

6. UNICEF Innocenti does not issue computer equipment to consultants. The consultant will be responsible for providing the necessary computer equipment for the consultancy themselves and should include the cost implications of this responsibility in their bid for the consultancy. The cost of software and subscriptions that may be necessary to complete the consultancy (e.g., Microsoft Word) also needs to be factored into the bid for the consultancy.
7. The consultancy may require the consultant to travel in order to complete the required deliverables effectively and efficiently. While UNICEF Innocenti does not make travel arrangements for consultants, there are value for money rules that apply to consultant travel. The consultant will arrange their own travel in full alignment with UNICEF policies, clear the anticipated cost with UNICEF and invoice UNICEF for the travel cost as soon as the travel has been completed. Consultants will need to purchase their own travel insurance which is not covered by UNICEF.
8. UNICEF Innocenti will assist consultants with arrangements for visas, work permits, vaccinations, etc.
9. UNICEF does not regard Individuals engaged under a consultancy contract as “staff members” under the Staff Regulations and Rules of the United Nations and UNICEF’s policies and procedures. Consultants are therefore not entitled to benefits such as leave, pension 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.
10. Payment will be based on the number of completed days of owed research services and/or submission of agreed deliverables, subject to satisfactory performance. UNICEF reserves the right to withhold payment in case the deliverables submitted are not up to the required standard or in case of delays in submitting the deliverables on the part of the consultant. Prospective consultants are encouraged to ensure that they fully understand (a) the requirements of each deliverable and (b) the workload associated with reaching a deliverable.
11. UNICEF Innocenti recognises that, due to the locations of some of its research, events may occur that either delay deliverables or prevent them from being completed. These events need to be reviewed on a case-by-case basis to determine the impact on the payment schedule of the contract. It is UNICEF Innocenti’s objective to be fair to consultants in situations where deliverables are delayed or no longer attainable through no wrongdoing of the consultant.
12. Consultants 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.

Requirements for the role

Educational qualifications

Educated to at least Master's degree level in Economics, Social Policy, International Studies and related disciplines

Essential experience and skills:

Group 1 (assessed at desk review)

- At least 5 years of relevant experience in social and economic research
- Experience of international comparative research related to child rights and child well-being
- Experience of undertaking research and knowledge of the context in one or more of the following regions covered by the OECD/EU: (a) Americas (Canada, Chile, Colombia, Costa Rica, Mexico and the United States); (b) Europe; (c) East Asia and Pacific (Australia, Japan, New Zealand and the Republic of Korea).
- Stated ability to work within relevant time zones for one of the above three regional groupings
- Stated fluency (verbal and written) and ability to work at a professional level in English and at least one other official language within the OECD/EU group of countries. (Additional languages will be considered an advantage).
- A track record of publications aimed at policy and general audiences communicating the results of social and economic research.

Group 2 (assessed at interview)

- Strong written and verbal presentation skills in English.
- Statistical analysis (experience with R is preferred) and interpretation skills.
- Strong interpersonal skills including developing and maintaining collaborative relationships with internal and external partners.
- Strong organizational skills – the ability to organize own work with limited supervision according to deadlines and to organize and monitor the work of others.
- Ability to work in a multi-cultural environment.

Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability
- Sustainability

Competencies

- Builds and maintains partnerships
- Demonstrates self-awareness and ethical awareness
- Drive to achieve results for impact
- Innovates and embraces change
- Manages ambiguity and complexity
- Thinks and acts strategically
- Works collaboratively with others

Submitting an application: document requirements

Applications to be submitted through the online portal should contain four separate attachments – all of which should be uploaded online through the online portal:

1. A statement (maximum 800 words) explaining the qualifications and skillset of the candidate. This should include the following sections:
 - a. How the candidate's educational background specifically meets the academic criteria for this LTA.
 - b. How the candidate's work background specifically meets the first four essential criteria listed above in *Group 1*. That is:
 - Experience in social and economic research
 - Experience of international comparative research on child rights and well-being
 - Research experience and contextual knowledge in one or more OECD/EU regions
 - Ability to work within relevant time zones for one of the three regional groupings
 - Fluency in English and at least one other official language within OECD/EU countries.
 - Publications record(Please see earlier in document for full wording of criteria)
2. A sample document (research report or other) that the candidate feels best illustrates their competencies for this role.
3. Curriculum vitae (CV)
4. A document containing the indicated professional fee (daily rate) for this LTA.

The candidate should ensure to name each document clearly – e.g. Statement, Sample, CV, Financial – and include their last name as part of the filename.

Important note: Please do not indicate financials anywhere else in the online application form, please mark "n/a or 00", under the fee related questions in the online application form.

Without all the above 4 documents your application will be considered incomplete and invalid and will not be considered further.

Evaluation process

Administrative check: Proposals will first be reviewed for completeness of documentation as above. Only proposals that successfully pass the administrative check, including all four documents, will be subject to technical evaluation.

The evaluation will then involve three phases.

Phase 1: Desk review of documentation (maximum 50 points)

Proposals will be required to meet the minimum criteria as outlined above for academic qualifications, work-based experience, stated language competencies and confirmation of time zone availability (labelled *Group 1*).

Phase 2: Interview (maximum 25 points)

A panel interview (conducted in English) will be held to assess the criteria listed in *Group 2* in the requirements.

At this stage, candidates will also be required to provide evidence of their language skills (for languages other than English, which will already have been tested for during the interview) as stated in their

application. Only candidates that meet this language requirement will be considered for the final evaluation.

Phase 3: Financial evaluation (maximum 25 points)

Proposals that are evaluated as technically qualified based on Phase 1 (minimum 40 points) and Phase 2 (minimum 12 points) will then be evaluated on their price quotations.

Awards

The proposals obtaining the maximum number of points when adding the scores from each of the three phases will be deemed those that offer best value for money and will be recommended for award of the LTA. We expect to offer LTAs to at least four proposals covering the range of regional requirements.