

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

NATIONAL CONSULTANCY

Data Manager

1. Background:

UNICEF Mongolia has been supporting the Government of Mongolia in mainstreaming shock-responsiveness into the national social protection system. UNICEF conducted a feasibility assessment of shock-responsive social protection (SRSP) measures for children in April 2019, designed and supported the implementation of a pilot for SRSP measures for children in the winter of 2019-2020 in selected soums of Zavkhan province. Extensive evidence was generated, and lessons were documented from the SRSP pilot and policy advocacy to mainstream shock-responsiveness into the national social protection system is ongoing. In addition, within the overall support to the Government in strengthening the SRSP system in the country, UNICEF supported the assessment of Government's SRSP response to COVID-19 pandemic.

UNICEF is also the part of the UN Joint Programme on Extending Social Protection for Herders with Enhanced Shock-Responsiveness. Under the Joint Programme, UNICEF will continue supporting the Government in mainstreaming shock-responsiveness into the national social protection system by supporting MIS enhancement, capacity building and south-south exchange and evidence-based policy advocacy.

Continued generation of solid evidences to inform policy decisions of the Government on SRSP is key to UNICEF's support to the Government and therefore, UNICEF is engaging in this national consultancy.

2. Purpose of Assignment:

The purpose of the assignment is to provide technical support in evidence generation on SRSP for children, monitoring of the implementation of SRSP response to COVID-19 and draw lessons and successes to inform further institutionalization of such measures into the government social protection system. In addition, UNICEF aims to build the monitoring and evaluation capacity of the Government and pilot M&E framework for social protection programmes within this assignment.

3. Scope of Work:

More specifically, the assignment will involve the following tasks:

- Support to the Government in monitoring its SRSP response to COVID-19 and generate solid evidences at both national and sub-national levels.
- Support the monitoring and evaluation capacity building of national and sub-national governments, pilot M&E framework for select social protection programmes
- Develop database of ongoing monitoring of Government's SRSP response to COVID-19 and undertake in-depth analyses when required.



- Support the government in improving its information management system to reveal the children left out from the social protection measures and assist in developing recommendations for improvement.

4. Programme Area and Specific Project Involved:

This work is linked to the following Outcome and Output:

Outcome 300: Child related national policies, budgets and systems, including the child protection system, are inclusive and equity focused.

Output 301: National authorities have increased capacity and evidence to enhance the equity and child focus of the national social protection system

Activity:

- Technical assistance for policy and legal changes, development of a SOP to institutionalize Shock-Responsive Social Protection Measures for children, support in MIS improvement
- Capacity building and South-South Exchange on Shock-Responsive Social Protection Measures for children, including technical support in capacity strengthening for M&E Framework for regular and SRSP social welfare programmes
- Support in evidence generation and documentation of lessons learnt related to Government's response to COVID-19 pandemic

5. Contract duration (start and end date):

The contract will commence on 15th of June 2021 and end on 15th of May 2022. (11 months)

6. Type of engagement: (Full time/Part time)

The consultant will work full time at UNICEF office for the entire duration of the contract. Consultant will be eligible for 1.5 days paid time off (PTO) per month. During COVID-19 pandemic, specific internal procedures including COVID-19 care pathway will apply in addition to the Mongolian Government policies and measures.

7. Deliverables, Timeframe and Payment Schedule:

Deliverables	Timeline	Payment Schedule
<ul style="list-style-type: none"> • Report of the assessments of the SRSP response to COVID-19 (past and ongoing assessments) • Draft Factsheet using the assessment findings 	30 June, 2021	50% of agreed monthly payment
<ul style="list-style-type: none"> • Visualization of the findings of the assessments: Dashboard development 	31 July, 2021	Agreed monthly payment

<ul style="list-style-type: none"> • Technical support in development of database of ongoing monitoring of Government's SRSP response to COVID-19 and undertake in-depth analyses. • Finalized factsheet using the assessment findings. 		
<ul style="list-style-type: none"> • Visualization of the findings of the assessments: Dashboard • Technical support in development of database of ongoing monitoring of Government's SRSP response to COVID-19 and undertake in-depth analyses (cont.) • Evidence generation on SRSP response to COVID-19 at the sub-national level: Preparation of assessment tools 	31 August, 2021	Agreed monthly payment
<ul style="list-style-type: none"> • Technical support in M&E capacity building and framework: Concept note and meetings with relevant government officials. • Generation of evidence on SRSP response to COVID-19 at the sub-national level: data collection. • Support in MIS improvement: Conceptualization and preparation • Identify data-related risks and suggesting mitigating strategies 	30 September, 2021	Agreed monthly payment
<ul style="list-style-type: none"> • Technical support in M&E capacity building and framework: development of M&E framework and validation • Generation of evidence on SRSP response to COVID-19 at the sub-national level: Analysis and report writing • Support in MIS improvement: development of dashboard and module on SRSP • Identify data-related risks and suggesting mitigating strategies • Support in organizing the workshop #2 on SRSP 	31 October, 2021	Agreed monthly payment
<ul style="list-style-type: none"> • Technical support in M&E capacity building and framework: piloting the M&E framework. • Support in MIS improvement: development of dashboard and module on SRSP • Support the capacity building on SRSP: concept note and preparation 	30 November, 2021	Agreed monthly payment
<ul style="list-style-type: none"> • Technical support in M&E capacity building and framework: piloting the M&E framework. 	31 December, 2021	Agreed monthly payment

<ul style="list-style-type: none"> Support the capacity building on SRSP: Agenda, preparation of resource people and logistics 		
<ul style="list-style-type: none"> Support in MIS improvement: testing of the module on SRSP Technical support in M&E capacity building and framework: finalization of the M&E framework for approval. 	31 January, 2021	Agreed monthly payment
<ul style="list-style-type: none"> Support in MIS improvement: Module on SRSP Support the capacity building on SRSP: Training is organized and training report 	28 February, 2021	Agreed monthly payment
<ul style="list-style-type: none"> Support in organizing the workshop #3 on SRSP Continue the tasks from previous months and start wrapping up: reports, products and other deliverables 	31 March, 2021	Agreed monthly payment
<ul style="list-style-type: none"> Continue the tasks from previous months and start wrapping up: reports, products and other deliverables 	30 April, 2021	Agreed monthly payment
<ul style="list-style-type: none"> Prepare the final report 	15 May, 2021	50% of agreed monthly payment

The consultant will be paid on monthly basis upon submission of a satisfactory monthly report together with deliverables produced.

8. Project Management:

Direct supervisor: Enkhnasan Nasan-Ulzii, Chief of Social Policy
 Frequency of performance review: The contract supervisor will be reviewing the monthly deliverables, linked to the monthly payment.

9. Qualifications and requirements:

Professional requirements of the consultant will include:

- Bachelor's degree in a field related to research, statistics and data management and analysis;
- 3 to 5 years cumulative professional experience in research, data management and analysis of development or humanitarian programs for vulnerable people;
- Demonstrated knowledge of paper-based or IT-based management information systems;
- Highly motivated, with strong initiative and good judgement;
- Strong inter-personal and communication skills and the ability to interact professionally with a diverse group of people;



- Knowledge of written and spoken English and Mongolian

Nature of 'Penalty Clause' to be Stipulated in Contract:

UNICEF reserves the right to withhold the consultancy fee in the case that the deliverables are not submitted on schedule or do not meet the required standard. Copyright and ownership of all documents produced will remain with UNICEF.

Note: 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.