**UNICEF China**

**Terms of Reference**

**For Consultant Recruitment**

**Job Title of Consultancy:**Data System Consultant

**Requesting Section: Social Policy**

**Name of Supervisor and Job Title: Shi Weilin, Social Policy Specialist**

**Background of Consultancy Request:**

Aiming for improving the targeted social assistance and services for children from low-income families, Ministry of Civil Affairs (MCA) plans to establish a Child Module within its Low-Income Population Monitoring System. The envisaged Child Module will query a set of individual-level indicators of children on their status of health, nutrition, development, education, housing, sanitation, protection and so forth from the departments of Social Assistance and Child Welfare of MCA and other line ministries. Furthermore, the Child Module will embed an early warning function to flag risks of vulnerable children. Based on such, the Child Module has the potential to facilitate the referral and provision of social assistance and social services for children.

UNICEF is providing technical assistance to MCA to ensure responsible data for children principles are reflected across the lifecycle of the data in the Child Module. In this context, [Responsible Data for Children](https://rd4c.org/) (RD4C) — a joint initiative between [UNICEF Chief Data Office](https://unicef.sharepoint.com/sites/DAPM-DataforChildren/SitePages/Chief-Data-Officer.aspx) (CDO) at headquarters and [The GovLab](https://thegovlab.org/) at New York University — will collaborate with the China CO. Seeking to support MCA and other institutions involved in the Child Module, this collaboration will take the form of a series of multi-stakeholder engagements on how the Child Module can ensure the safe and efficient use of data to prevent children from falling back into poverty. It will be a two-stage exercise, with Stage A consisting of the RD4C assessment and Stage B focusing on the implementation of recommendations.

Therefore, UNICEF is soliciting technical expertise and local understanding to ensure the Child Module is designed and rolled out in alignment with both responsible data principles and best practices and local needs.

**Purpose of Activity/Assignment:**

The consultant will provide technical support to the RD4C team in the design and rolling out of the responsible data assessment of the Child Module. Based on the findings from the RD4C Stage A exercise, the consultant is expected to provide technical inputs to the guidelines and SOPs for the Child Module, and support knowledge management at the end of the assignment.

**Major Tasks, Deliverables & Timeframe:**

The consultant is expected to deliver following the below timeline. As the RD4C exercise rolls out, the deliverables will be reviewed and might be adjusted.

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| **Task that this consultancy will contribute to** | **Deliverable** | **Estimated number of working days** | **Expected Timeframe** |
| Scoping |
| Scoping  | A workplan that further defines the timetable and deliverables of the consultancy, based on consultation with RD4C team and UNICEF China | 5 days | Sep 2023 |
| RD4C Stage A |
| Desk review and consultation | Support RD4C team by conducting complementary desk review and consultations in Mandarin and in person where relevant. | 20 days | Sep 2023 to Dec 2023 |
| Capacity building for stakeholders | Support the RD4C team in designing, facilitating and providing a series of webinars on RD4C | 5 days | Sep 2023 to May 2024 |
| Documentation in Mandarin | Proofread translated documents from English into Mandarin | 5 days | Sep 2023 to May 2024 |
| Studios engagements  | Support the RD4C team in designing, facilitating and conducting in-person workshops, focus group discussions and interviews and, where needed, support complementary engagements in Mandarin. | 20 days | Oct 2023 to May 2024 |
| Others/Stage B |
| Support to strengthening responsible data practices, guideline and SOPs development | Provide hands-on and technical support to the implementation of identified actions to strengthen responsible data practices  | 30 days | Jun 2024 to Dec 2024 |
| Support to knowledge management | Provide hands-on and technical support to the development and roll out of periodic reviews, presentations and other documentations for national advocacy efforts, workshops and other engagements. | 15 days | Jun 2024 to Dec 2024 |
|  |  | Total 100 days | From Sep 2023 to Dec 2024 |

\* Complete submission of deliverables as per expected standard and quality as assessed by the supervisor is a prerequisite for payment of the fee. UNICEF reserves the right to adjust or withhold payments for late deliverables or for deliverables not meeting expected quality. Should the deliverables not meet the expected quality, revisions are to be undertaken with no additional costs.

\*The exact number of days needed and deadlines each of the deliverables may be further discussed, amended and agreed between UNICEF and the Consultant.

\* Confidentiality: The documents produced during the period of this consultancy will be treated as strictly confidential, and the rights of distribution and/ or publication will reside solely with UNICEF.

**Methodology & Expected Output:**

The consultant is expected to develop the abovementioned deliverables based on desk review and consultation with UNICEF and MCA.

Expected outputs include but are not limited to a more detailed workplan of the consultancy, inputs and facilitation to the RD4C exercise stage A, inputs and facilitation to the RD4C exercise Stage B, as well as a report documenting the key takeaways of the RD4C exercise.

**Start Date:** Early September 2023

**End Date:** 31 December 2024

**Total Working Days:** 100 days, travel and regular onsite meetings are expected.

**Consultancy Requirements:**

* **Minimum Academic Qualifications required and disciplines:**

- Advanced university (masters) degree in social sciences, law, data science, information management or related field is required.

* **Knowledge/Experience/Expertise/Skills required:**

- A minimum of 5 years of relevant professional experience in information management system, with very solid technical knowledge of data governance and data ethics issues.

- Strong preference will be given to candidates with experience in information management systems for child welfare or social protection.

- Good knowledge of human rights and child rights is required. Demonstrated experience in child safeguarding is highly desired.

- Familiarity with the context of China, particularly with the legal context of data security and child protection is desired.

* **Language:**

- Fluency in English and Mandarin is required.