

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

Title Data Analysis, Management and Monitoring & Evaluation Consultant	Funding Code (WBS and Grant/Fund ID)	Type of engagement <input type="checkbox"/> Consultant (ZCON) <input type="checkbox"/> Individual Contractor Part-Time <input checked="" type="checkbox"/> Individual Contractor Full-Time	Duty Station: Jakarta
Purpose of Activity/Assignment: The purpose of the consultancy is to build capacity in digital literacy and sustain and strengthen data collection, analysis, and management for infodemic management, and to implement M&E activities for the programme.			
Background <p>As per the request from the Government of Indonesia, UNICEF has been supporting risk communication and community engagement (RCCE) for COVID-19 response since the onset of the pandemic. The RCCE response to COVID-19 is vital to generating demand for COVID-19 vaccinations and the adoption of preventive behaviours. UNICEF works closely with the Government of Indonesia (GOI), faith-based institutions, youth networks, civil society organizations (CSOs), academia, mass media, development partners and other United Nations (UN) agencies in the country to strengthen the ongoing national efforts to address the immediate and longer-term effects of COVID-19 in Indonesia.</p> <p>UNICEF RCCE's support has contributed to the success of the GOI COVID-19 vaccination programme. However, a recent UNICEF-Nielsen omnibus survey conducted in the last quarter of 2021 indicates comprehensive knowledge on transmission is still low, handwashing with soap practice is decreasing and the proportion of people who cannot identify hoaxes and misinformation remains high. The data from the Ministry of Information, Communication, and Technology (KOMINFO) suggests that 2,217 COVID-19-related hoaxes have been circulated over 6K times on social media and 528 hoaxes on COVID-19 vaccination have been circulated over 3K times since January 2020. Hoaxes and misinformation have become one of the main challenges for COVID-19 response in Indonesia.</p> <p>At present, the government is preparing for the transition from pandemic to endemic status, and addressing hoaxes and misinformation is a national priority. To support the government in this transition, UNICEF continues leading the coordination of the RCCE response, including IM to increase demand for vaccination on COVID-19 and RI.</p> <p>A two-day inception workshop which aimed to understand challenges and identify priority areas for IM response in Indonesia was held in June 2022, bringing together government line ministries, including the Ministry of Health, CSOs, faith-based institutions, young people, media/journalists, UNICEF's field office teams, and the CDC. The discussions and planning sessions highlighted the need for collaboration, community engagement, evidence generation and establishing a working group to improve coordination and facilitate collaboration at the national and sub-national levels.</p> <p>Building on the lessons learned from the workshop, the <i>Social Listening and Infodemic Management and Response to Increase Demand for Vaccination</i> project will use the following strategy:</p> <ol style="list-style-type: none"> 1. Strengthening Government/CSO capacity for debunking hoaxes and misinformation mechanism 2. Strengthening systems to build community capacity on digital literacy 3. Establishing a fully functioning infodemic working group at national and sub-national levels 			
Scope of Work: Under overall guidance from the Indonesia Country Office (ICO) SBC Specialist, the consultant will: <ul style="list-style-type: none"> • Lead the development of the M&E plan for the overall Infodemic management project. • Lead the implementation of M&E activities for the project. • Compile different data sources for data integration. • Lead the development/adaptation of a data dashboard for IM and support its implementation. • Lead the data integration and analytic process. 			

- Analyze data and translate it into easy-to-understand information to inform the project team and IM working group (weekly basis).
- Participate in personnel orientation sessions.
- Provide M&E support and guidance to implementing partners.
- Participate in action planning activities at the national and sub-national levels.
- Participate in an IM working group in Indonesia.
- Coordinate the social listening and fact-checking operations
- Provide M&E support to the International IM expert, National IM Officer, and government counterparts in project activities.
- Lead the data collection process for monitoring and reporting.
- Provide weekly, monthly, and final reports.
- Coordinate the evidence-generation activities i.e., Nielsen survey, KAP survey, evaluation (both quantitative and qualitative).

*) Ref CF.AI.2013-001 Amend 2, work assignment should be: specific, measurable, attainable, results-based and time-bound ("SMART") and

Supervisor:	Start Date:	End Date:	Number of Days (working) Approx. 4 months (FULL TIME)
SBC Specialist, Communication	February 2023	June 2023	

*Work Assignment Overview (SMART)			
Tasks/Milestone:	Deliverables/Outputs:	Timeline	
<ul style="list-style-type: none"> • Lead the development of M&E plan for the overall Infodemic management project • Lead the implementation of M&E activities for the project. • Compile different data source for data integration. 	Workplan and timeline	March 2023	
	Draft M&E plan for the project (this include data collection and reporting)		
	Final M&E plan for the project (this include data collection and reporting)		
<ul style="list-style-type: none"> • Lead the development/adaptation of a data dashboard for IM and support its implementation. • Lead the data integration and analytic process • Compile different data sources for data integration. 	Draft plan for data dashboard development and analysis		
	The final plan for data dashboard development and analysis		
<ul style="list-style-type: none"> • Provide M&E support and guidance to implementing partners 	Draft M&E training modules for Implementing partners		
<ul style="list-style-type: none"> • Analyze data and translate it into easy-to-understand information to inform the project team and IM working group • Lead the data collection process for monitoring and reporting • Provide weekly, monthly, and final report • Lead the evidence-generation exercise i.e., Nielsen survey, KAP survey, evaluation (both quantitative and qualitative) 	Weekly data analytic report	Weekly (Wednesday)	
	Monthly data analytic report	The 3rd of the following month	
	Monthly overall M&E report	The 3rd of the following month	
	Draft M&E report and recommendations	15 June 2023	
	The final draft of IM M&E project report and recommendations	30 June 2023	

Minimum Qualifications required:

☐ Bachelors
 ☒ Masters
 ☐ PhD
 ☐ Other

Enter Disciplines

Knowledge/Expertise/Skills required:

- Advanced university degree in related disciplines, with proven experience of at least eight (8) years in monitoring and evaluation.
- Experience in data integration and analytic is a must.
- Experience in infodemic management i.e., social listening, big data and analysis.
- Experience in health and social development programmes i.e., RCCE, COVID-19 response, routine immunization is an advantage.
- Excellent communication, writing, analytical, inter-personal and facilitation skills.
- Experience in reviewing and summarizing monitoring and evaluation, health program, and research documents.
- Sensitivity to cultural diversity and team works.
- Proficiency in standard office ICT (information, communication, and technology) applications.
- Experience in terms of leading monitoring and evaluation programmes/projects will be an advantage.
- Previous work experience in Indonesia with government, UN and CSOs is an advantage.