TERMS OF REFFERENCE

Conducting a Situation Analysis of Children and Adolescents

Summary

Title	*International Consultancy Service to Conduct Situation Analysis (SitAn) of Children and Adolescents in Uzbekistan*
Purpose	*Through a participatory process, and using appropriate methodology, a human rights-based approach and an equity focus, develop a Situation Analysis of Children and Adolescents in Uzbekistan*
Expected fee	*To be negotiated, commensurate with the level of complexity of the task and the level of experience of selected consultants*
Expected Duration	*5 months/50 consultancy days*
Expected Start Date	*February 2024*
Reporting to	*Child Rights Monitoring Specialist*

1. BACKGROUND

The Situation Analysis (the SitAn) of children's rights and wellbeing is a flagship product designed to inform policy dialogue, partnerships and interventions to improve the lives of children. It is an assessment and analysis of the country situation, with respect to children's rights and critical issues affecting their realisation. The SitAn is a crucial part of the child rights monitoring (CRM) framework and represents a key UNICEF's programmatic output that helps focus on knowledge gaps related to inequities and child deprivations. By promoting the broad engagement of all stakeholders, the SitAn is expected to inform policy dialogue in the country and child-focused policy advocacy to make an important contribution to accelerating the achievement of child-related goals with equity.

The SitAn reflects UNICEF's role to urge all levels of government and all key stakeholders to use the Convention on the Rights of the Child as a guiding mechanism in policy making and legislation to:
- Develop a comprehensive national agenda;
- Develop permanent bodies or mechanisms to promote coordination, monitoring and evaluation of activities throughout all sectors of government;
- Ensure that all legislation is fully compatible with the Convention and, if applicable the Optional Protocols, by incorporating the provisions into domestic law or ensuring that they take precedence in cases of conflict with national legislation;
- Make children visible in policy development processes throughout government by introducing child impact assessments;
- Analyse government spending to determine the portion of public funds spent on children and to ensure that these resources are being used effectively;
- Ensure that sufficient data are collected and used to improve the situation of all children in each jurisdiction;
- Raise awareness and disseminate information on the Convention and the Optional Protocols by providing training to all those involved in government policy-making and working with or for children;
- Involve civil society – including children themselves – in the process of implementing and raising awareness of child rights.

Provide brief background of previous SITAN findings and how the situation has evolved, particularly in relation to emergencies.

As Uzbekistan and UNICEF prepare to *discuss the priorities of new Country Programme cycle*, there is a growing need to update the analysis and provide UNICEF and its partners with new and robust evidence on situation of children and adolescents in the country, particularly the most vulnerable, to inform programme decisions and guide policy advocacy and partnership efforts, as well as to track progress of child rights implementation.

UNICEF, its partners and other stakeholders conducted a number of major research, studies and evaluations that provided new evidence that could be used to strengthen and broaden data/information evidence on the situation of children and adolescents in the country.

In view of the above, UNICEF Uzbekistan CO is seeking the services of an individual consultant (or institution) to lead the consultations and deliberations with key stakeholders and develop the SitAn report using the available evidence, while paying due consideration to the latest recommendations of the Committee on the Rights of the Child, Sustainable Development Goals (SDG) agenda, UNICEF Strategic Plan for 2022-2025, UNICEF Gender Action Plan 2022-2025, and main national and global priorities Uzbekistan Strategy- 2030, De-I Strategy, Strategy on adolescents' mental health, J4C Strategy, and other national strategies.

2. PURPOSE, SCOPE AND OBJECTIVES OF THE ANALYSIS

The main purpose of this assignment is to conduct a human-rights based and equity-focused Situation Analysis of children and adolescents with respect to the realisation of children's and adolescents' rights. The analysis should examine the progress, challenges and opportunities for achieving child rights and well-being, and the patterns of deprivation that children and adolescents face. The Analysis should be objective and verifiable and is expected to be used by all partners and stakeholders in the country in addressing key challenges preventing children and adolescents, especially the most disadvantaged, from enjoying their rights ensured in the Convention on the Rights of the Child (CRC) and other international obligations of the country.

The Situation Analysis report is to highlight the strategic priorities for the country to reduce disparities and address vulnerabilities, and hence make a contribution to further shape the national development agenda and to accelerate the achievement of national and international development goals regarding children and adolescents, including SDGs. It should look critically at the progress that policy and programme interventions have made towards at-scale coverage of all vulnerable groups; the adequacy of policy delivery and when relevant emergency response, particularly in terms of budget; and the resources for leaving no child behind.

The SitAn is expected to present robust evidence and highlight opportunities for socially-inclusive development. It should unpack and examine the bottlenecks to realisation of child rights, as well as the interrelated roles of duty-bearer institutions. It should highlight inequalities between groups, socio-economic characteristics, urban/rural and intra-urban disparities, genders, geographic locations and other dimensions. The SitAn should pay special attention to looking at disaggregated data and unpacking national and/or subnational averages. Besides presenting an analysis of why inequities exist, it should also present contextualised recommendations and strategies on what could be done by key stakeholders to attain/ sustain inclusive social development that guarantees equal inclusion and participation of all

groups of children and adolescents. SitAn should be grounded in the country's political, economic and social realities, review progress towards the SDGs, and regional and global issues that affect children's rights and well-being. In the core of SitAn should be national issues but, it also explores global and regional issues that affect the national agenda. By having a strong equity focus, the SitAn should shed light on the situation of children and young people who are most deprived, left invisible or uncounted for.

The main objectives of a rights- based, equity focused SitAn in Uzbekistan are the following:

- Develop a deep understanding of the situation of children and adolescents (including relevant groups of young people in particularly vulnerable situations) by analysing the policies and strategies, social and economic trends affecting them (data disaggregated by age, gender, urban/rural, ethnicity, socio-economic status and other relevant factors).
- Identify and analyse the barriers and bottlenecks that prevent children and especially the most disadvantaged children and families from benefiting from social services across sectors and enjoying their rights; draft strategies and recommendations on how the bottlenecks and barriers can be removed.
- Provide national government partners with comprehensive equity-sensitive and evidence-based analysis on children and adolescents for result-based decision-making;
- Provide essential information to non-government partners (NGOs, community-based organisations, civil society, media and business sector) to be used in their planning and interventions to address the most urgent issues affecting children and adolescents
- Contribute to the (re)formulation of key national strategies so that the priorities for the most disadvantaged children and adolescents are integrated into the socio-economic development agenda.
- Identify critical data gaps and contribute to the generation of evidence that can improve the monitoring of the rights of children and adolescents, especially the most vulnerable groups
- Assess the current or potential presence of emergency risks (disaster risks and other potential shocks); the likelihood of their occurrence, the underlying vulnerabilities and the capacities and coping mechanisms of families, communities and local and national institutions.
- Analyse to what extent there is an enabling environment for the realisation of the rights of all children and adolescents, and analyse how evidence-based interventions and services needed to address deprivations are prioritised in national policies, laws, strategies, plans and budgets
- Capture new or emerging area of concerns regarding children and adolescents, such as environmental issues affecting them, mental health issues etc.
- Analyse the role/impact of business sector on child and adolescents' rights fulfilment as well as public financial management.

The Situation Analysis is relevant to a wider audience which includes government bodies, all development partners (including UNICEF), civil society, ombudspersons, children and adolescents, academia, private sector actors, media and others. The process of developing the Situation Analysis, therefore, anticipates engagement with the government and key stakeholders, including children and young people. It serves as an opportunity to promote meaningful dialogue between the main child rights actors in the country on children's and adolescents' issues.

3. CONCEPTUAL FRAMEWORK AND METHODOLOGY

The SITAN should adopt the following indicative framework:

Conceptual framework

The overall conceptual framework of the situation analysis is the Human Rights-Based Approach to Programming (HRBAP). It should provide an understanding of the existing deprivations and inequities and establish the linkages between the underlying causes and barriers to achieving child rights and well-being. The conceptual framework situates the analysis in the country context and clearly recognises the regional and global issues that are impacting children's lives in the country. Furthermore, it explores the reasons behind the uneven realisation of child rights and inequities in well-being, and the opportunities for achieving progress for all children, especially those who are left behind or at greatest risk of being left behind.[1]

In addition to the causality analysis that includes key deprivation, immediate, underlying and structural causes, the following 10 determinants (or a customised version of it) should help categorise critical bottlenecks and barriers:

Determinants of bottlenecks and barriers	Description
Social Norms	Widely followed social rules of behaviour that generate barriers
Legislation/Policy	Adequacy of laws and policies to reduce/avoid barriers
Budget/expenditure	Allocation & disbursement of required resources
Management /Coordination	Roles and Accountability/ Coordination/ Partnership
Availability of essential commodities/inputs	Essential commodities/ inputs required to deliver a service
Access to adequate services and information	Physical access (services, facilities/information)
Financial access	Direct and indirect costs for services/ practices
Social and cultural practices and beliefs	Individual/community beliefs, behaviours, practices, attitudes
Continuity of use	Completion/ continuity in service, practice
Quality	Adherence to quality standards (national or international

CONCEPTUAL FRAMEWORK AND SPECIFIC QUESTIONS

FRAMEWORK   QUESTIONS

Country Overview (scene setting)	• What population groups are affected by national/subnational laws; policies including budgets; conflict; and economic, social and environmental factors that lead to inequities? • How does the broader country context contribute to child rights and the well-being of young people? • What macro factors exacerbate inequities? What innovative solutions are accelerating inclusive development? • How are institutions – regional, national, subnational, private, public, etc. – systematically achieving their obligations on inclusive services and enabling opportunities for children and young people to meet their full potential?
Causes, Challenges	• What specific factors have contributed to the realisation of child rights and well-being? What are the main child rights violations in the country?

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[1] For more details on Conceptual framework and how to analyze Children's rights in the new generation of SitAn please see UNICEF (2019), Core guidance; New Generation Situation Analysis, p 14. (Annex 1)

And risks	• What are the top factors, including risks (prioritisation is key here), that prevent the realisation of child rights and well-being? • What are the key factors that drive inequities in the realisation of child rights and well-being? How are children engaged as active agents in decisions? • Do children and young people, especially the most vulnerable, enjoy their rights to (available, access, use, adequate and effective) coverage of commodities, services and opportunities?
Child rights And wellbeing: Progress and Inequities	• What progress has been made in achieving children's rights and well-being against all rights and across relevant age groups, such as newborns, children under 5 years, young children, youth and adolescents, as defined within the national context, literature and evidence? • Has progress been unequal? How large or deep are the deprivations faced by potentially disadvantaged groups, such as girls and women, those living in poverty, children with disabilities, minorities, refugee/IDP children and children affected by migration, among others? Who are the groups left behind, where and why? Who, among the children who are being left behind, face severe and/or intersecting deprivations and disadvantages, or multiple forms of discrimination that make them likely to be the furthest behind? How resilient are children to shocks and stressors?
Global and Regional Issues	• What are the global and regional issues that impact child rights and well-being? Has there been country progress in addressing the concluding observations of the periodic reports of the United Nations Convention on the Rights of the Child and related human rights treaties? How are cross-border issues and openings (migrations, trafficking, digitalisation, etc.) being addressed/harnessed at scale? • How does the realisation of child rights and well-being contribute towards the achievement of the SDGs in the country, and addressing emerging issues?

Methodology

The consultant will primarily rely on secondary data analysis, while limited primary data collection from major child rights duty-bearers and other key informants may occur. This will specifically include:

- _Desk review_ of existing nationally and internationally available data and evidence on selected topics published in studies, research, evaluation and survey reports.
- _Desk review_ of data, programme reports and analysis generated by UNICEF, including studies, research and evaluations.
- _Desk review and comparative analysis_ of available legislation, social policy, government strategies and budget allocation and analysis of public expenditure documents.
- _Background notes_ on specific topics where UNICEF and other actors working with and for children do not have or have limited knowledge for a comprehensive Situation Analysis (e.g. gender analysis of disparities; environmental/climate issues affecting children, mental health issues, migration etc.).
- _Key informants' interviews and Focus Group Discussions,_ including those who shape and implement public policies as well as children and adolescents.

The analysis must fully consider and articulate disparities related to gender, income, geographic location (national/ regional perspectives) and ethnicity. The analysis should look across all child rights and identify where there are deprivations.

The methodology for data collection and analysis and the process of documentation should enable the periodic update of the situation analysis.

Consultants are required to propose a more precise methodology within the Inception phase. UNICEF Guidance on conducting the Situation Analysis is requested as a reference for this purpose.

Stages of the situation analysis (exact time-frame to be agreed with consultants):

Within the assignment consultants should be engaged in establishing partnerships with all relevant stakeholders that can contribute to the SitAn development. This process will be supported by the UNICEF CO.

1. Inception phase:
   • Initial desk review to assess availability of data/information
   • Development of a final conceptual framework for the SitAn and specific tools for data collection.
   • Presentation of the conceptual framework and the tools to UNICEF and key stakeholders mapping to facilitate an in-depth common understanding of the framework
   • Presentation of an inception report, including finalised conceptual framework and methodology.

2. Data collection and analysis:
   • Data collection and in-depth desk-review of existing evidence regarding the situation of children and adolescents. This includes data/information on most disadvantaged and deprived groups of children. National strategies and planning documents, policies and budgets. Relevant data and information on climate issues, energy and environment, gender equality, public financial management, role of the business sector, and the meaningful children and adolescent's participation should be collected and analysed.
   • Interviews and/or focus groups with key informants.
   • Secondary analysis of available data/information.
   • Discussion and agreement on strategies to remove bottlenecks to the realisation of child rights, particularly for vulnerable groups.

3. Reporting:
Development of draft and final reports, presentation and annexes

4. ETHICAL CONSIDERATIONS

Consultants are required to clearly identify any potential ethical issue, as well as the processes for ethical review and oversight of the research/data collection process in their proposal. UNICEF Procedure for Ethical Standards in Research, Evaluation, Data Collection and Analysis should be consistently applied throughout the research process. The procedure contains the minimum standards and required procedures for research, evaluation and data collection and analysis undertaken or commissioned by UNICEF (including activities undertaken by individual and institutional contractors, and partners) involving human subjects or the analysis of sensitive secondary data.

5. REQUIREMENTS

5.1 Key deliverables and time frame

The work is expected to be carried out within a period of 5 months.

A total of 50 consultancy working days are estimated for this assignment with the following estimated share of days:

- Inception Phase – total of 14 working days
- Data Collection Phase – total of 10 working days
- Analysis and Reporting Phase, including presentations/workshops for validation of bottlenecks and national actions – total of 26 working days

The times are indicative and can be adjusted in function of the arrangements.

The team is expected to produce and submit following deliverables:

- **SitAn inception report**, which includes the initial analysis of the information that needs to be updated as a priority in the SitAn.
- **Preliminary report on key findings and conclusions**, which follows the suggested Outline, including, a power point presentation for validation of the findings. It also includes an Annex of State of Children's Rights (SoCR) with issues, bottlenecks and national actions as well as major **knowledge/data gaps** arranged by the proposed child rights domains and sub-domains (format provided)
- **Final draft report for validation –** as per the suggested Guidelines.
- **Final Report** – which integrates comments from the validation process, ideally limited to ~ 50 pages *(not including Annexes).*
- **Final PowerPoint presentation** and, as applicable, **detailed causality analyses**.

Inputs on submitted inception and draft reports provided by UNICEF and other stakeholders should be addressed in the process and final documents.

All submissions should be electronic. All materials submitted to UNICEF should be delivered in English, while preliminary report on key findings and conclusions, SoCR, SitAn Reports and PPTs should be submitted in both, English and Russian/Uzbek language.

Based on the UNICEF *Core Guidance: New Generation Situation Analysis*, a suggested outline for the report includes following elements:

HEADING	CONTENT
1. EXECUTIVE SUMMARY	
- Acknowledgments - Structural Determinants Analyses (SDA) and Conclusions	
2. INTRODUCTION	
- The primary and secondary aims of the analysis should be clearly explained - The methodology, limitations and constrains and the ethical issues, provides information on the process explained - Audience should be explained i.e. who will use the analysis and how they will benefit from it; as well as dissemination and advocacy strategy	
3. COUNTRY OVERVIEW	

3.1 Demographic profile	- shows country population characteristics - provides insights on population trends with special focus on children and young people - provides impact analysis of children and young people - provides insight on urbanisation and characteristics of urban and rural populations. - Analyse the impact of recent disasters/conflicts
3.2 Political Economy and Governance:	- describes the context of distribution of power and resources - describes the governance structure and levels of decentralisation their and impact on child wellbeing - describes key political and economic trends: economic growth, structure of formal and non-formal economy - outlines the excluded populations - flags how inclusion of vulnerable population can be taken to scale
3.3 Humanitarian Risk Profile	- outlines risks and drivers of humanitarian crisis, disasters, unplanned urbanisation, extreme weather, emergencies, protracted crisis at national and local level - describes mitigation strategies - provides analysis of the capacities and readiness of the preparedness of various levels of governments and other stakeholders - includes description of risks of transnational nature - provides analysis of how identified risks may impact children and young people, families and communities
3.4 Gender Profile	- provides analysis of unequal outcomes for girls and boys; - shows gender related barriers and causes that underpin them - includes qualitative analysis of immediate, underlying, and structural causes - includes a review of demand and supply of services, the socio-cultural environment, legislative and policy frameworks. Data should be disaggregated, whenever possible.
4. THE ENABLING ENVIRONMENT FOR CHILDREN'S RIGHTS	
4.1 Legislation and Policy	- description and analysis of the legal framework underpinning the realisation of child's rights; - who is affected by national and sub/national laws, policies and strategies; - Assessment of institutions and institutional capacity to achieving their obligations on child rights realisation.
4.2 Public finance	- provides analysis of the financing landscape for children's policies and issues - presents national budget allocations and spending for social services critical for child well-being - provides insight on how finances contribute to child rights implementation.
4.3 Drivers of Inequalities	- presents a causality analysis of drivers of inequalities that affect children and young people in the country - puts special focus on groups of vulnerable children - provides analysis of inequalities across age categories

4.5 Child Rights Governance and Stakeholders	- maps main child rights stakeholders in the country in a broader sense and national governance/coordination systems for the implementation and monitoring of child rights - highlights the systems and mechanisms for engagement of children and young people in a meaningful manner, - includes analysis of private sector and the business, multilateral financial institutions and regional bodies
4.6 Data and evidence on children	- assesses the main data and evidence gaps for monitoring child rights, SDGs and national priorities for children - provides an analysis of the data ecosystems for children and results-based policymaking processes
4.6 Business	- assesses the direct and indirect impact of business on children and families - looks at the role of private sector as a stakeholder in offering solutions and for decision making in the country - analyses the business environment from the perspective of child rights focusing on care values, potential and practical contributions to advance social inclusion and scale up results for children and young people
4.7 Assessment of Essential Products/Services, Markets and Supply	- provides assessment of the essential commodities and services - identifies most critical issues that facilitate or hinder access to commodities and services - assess availability, affordability and accessibility of essential and innovative commodities and services and their cost, speed and quality of delivery - includes potential strengths of local markets including potential capacity to scale new products/services - assess public and private sector capacities to produce and deliver commodities and services and potential partnerships for realising child rights through supply
4.8 Knowledge, attitudes and practices	- analysis of knowledge attitudes and practices preventing the realisation of child rights. - assessment of social norms and individual behaviours and the barriers they create for the realisation of rights for children

5. THE RIGHTS OF CHILDREN (ANALYSED DIMENSIONS)

5.1 Health and nutrition	SUB-DOMAIN 2.1.: HEALTH SYSTEM SUB-DOMAIN 2.2.: MATERNAL, NEWBORN AND CHILD HEALTH SUB-DOMAIN 2.3.: IMMUNIZATION SUB-DOMAIN 2.4.: NUTRITION SUB-DOMAIN 2.5.: ADOLESCENT PHYSICAL, MENTAL AND REPRODUCTIVE HEALTH SUB-DOMAIN 2.6.: HIV/AIDS
5.2 Education, leisure and culture	SUB-DOMAIN 3.1.: EDUCATION SYSTEM SUB-DOMAIN 3.2.: EDUCATION ACCESS AND PARTICIPATION SUB-DOMAIN 3.3.: LEARNING QUALITY AND SKILLS SUB-DOMAIN 3.4.: LEISURE AND CULTURE
5.3 Family environment and protection from violence and harmful practices	SUB-DOMAIN 4.1.: VIOLENCE AGAINST CHILDREN AND WOMEN SUB-DOMAIN 4.2.: CHILDREN IN ALTERNATIVE CARE SUB-DOMAIN 4.3.: JUSTICE FOR CHILDREN SUB-DOMAIN 4.4.: CHILD MARRIAGE AND OTHER HARMFUL PRACTICES SUB-DOMAIN 4.5.: CHILD EXPLOITATION

5.4 Participation and Civil Rights	SUB-DOMAIN 5.1.: BIRTH REGISTRATION AND IDENTITY SUB-DOMAIN 5.2.: CHILD PARTICIPATION SUB-DOMAIN 5.3.: CIVIL AND POLITICAL FREEDOMS SUB-DOMAIN 5.4.: INFORMATION, INTERNET AND PROTECTION OF PRIVACY. 27
5.5 Poverty and Adequate Standard of Living	SUB-DOMAIN 6.1.: SOCIAL PROTECTION SYSTEM SUB-DOMAIN 6.2.: CHILD POVERTY AND MATERIAL DEPRIVATION SUB-DOMAIN 6.3.: WATER AND SANITATION
5.6 Cross-cutting	7.1.: GENDER 7.2.: DISABILITY 7.3.: EARLY CHILDHOOD DEVELOPMENT 7.4.: ADOLESCENTS 7.5.: CLIMATE CHANGE AND ENVIRONMENT 7.6.: DISASTER, CONFLICT AND DISPLACEMENT

For all dimensions:
- analysis of progress on achieving rights in the respective areas
- identification of main child rights violations and scale of the problem
- application of the determinant analysis
- national action to remove bottlenecks and barriers
- data should be age and gender disaggregated
- special focus should be given to children and adolescents living in vulnerable circumstances

6. CONCLUSIONS AND RECOMMENDATIONS

- prioritises the top issues and opportunities impacting child rights in the country
- identifies data and evidence gaps
- provides recommendations by identifying change strategies
- address the gaps and recommended further research and analysis needed
- recommendations to address all stakeholders in the country, including government and UNICEF

5.2 Required qualifications and experience:

The assignment is expected to be undertaken preferably by a team of two consultants – one international and one national expert. UNICEF shall approve all members of the team (national and international).

Required background and experience:

Background	Recognised institution/researcher with proven experience in public policy, social policy and policy analysis, public finance and child/human rights
Education	Advanced degree in social sciences, international development or related fields relevant for the assignment
Expertise and skills	• Strong analytical skills – references to previous work or institutions • Excellent knowledge of statistics, social service systems, development agenda • Previous experience with UNICEF is an advantage. • At least 5 years of relevant experience in development of analytical reports and policy documents related to children and adolescents; • Proven experience in in quantitative and qualitative data analysis, policy (and finance) analysis (including experience in the consistent use of age and sex-disaggregated and gender sensitive data) and report preparation; • Knowledge of human rights-based approach to programming

	- Experience in facilitating consultations with government representatives, NGOs, academia, children, adolescents and other stakeholders - Fluency in English – for all team members; Knowledge of Russian and/or Uzbek is an asset - Excellent writing skills

6. COMMUNICATION AND DISSEMINATION

Based on recommendations from the analysis, UNICEF will create communication strategy for dissemination of findings, conclusions and recommendations.

UNICEF staff members, consultants, contractors and partners will follow the UNICEF Guidance on External Academic Publishing (January 2017) when engaging in publishing the Situation analysis reports, whether in print or digital form.

7. MANAGEMENT AND SUPERVISION

The consultants will work in close consultation and under the supervision of UNICEF Uzbekistan Child Rights Monitoring Specialist.

8. TERMS OF PAYMENT

The consultant/s will make their own arrangements for the travel. Travel costs (if relevant) should be estimated and included into the proposal (lump sum and break down by budget lines) along with the requested daily fee. Travel costs shall be calculated based on economy class travel; costs for accommodation, meals and incidentals shall not exceed applicable daily subsistence allowance (DSA) rates, as promulgated by the International Civil Service Commission (ICSC).

Three payments are envisaged during this consultancy:
- First instalment: Upon UNICEF's acceptance of submitted Inception report - 30%
- Second instalment: Upon satisfactory delivery of the draft SitAn reports (full and annexes report) – 40%
- Third instalments: Upon satisfactory acceptance of the final SitAn Reports (full and annexes, including SOCR) and final PPT and other agreed deliverables/databases – 30%

9. APPROVAL PROCEDURES AND LOGISTICS

- Consultants should act with integrity and respect for all stakeholders in line with UNICEF ethical guidelines regarding evidence generation.
- UNICEF **Uzbekistan Country Office (CO)** holds copyrights for all reports. The documents (including raw materials, etc.) may not be reproduced, distributed or published without the written permission from UNICEF.
- All personal data should be accessible to team members, but no one else. The consultants need to set up secure systems (a) to ensure that other staff within their institutions cannot access their data via the shared staff drives, and (b) to ensure secure data transfer between institutions. Cloud based storage with limited sharing rights could be considered in this instance. Different personal data files need to be link-able, they need to be held separately so that they can only be linked purposely, by researchers who are authorised to do so. There is also a need to ensure that data cannot be removed from secure systems in ways that might compromise data security.
- UNICEF Uzbekistan CO will share with the selected consultants all the relevant materials it has and provide required expertise.
- UNICEF Uzbekistan CO and the Regional Office expert will review and provide feedback on reports prepared by consultants.

- UNICEF Uzbekistan CO will provide administrative support for the work of consultants.
- All information from produced reports cannot be shared with the media without the written approval of UNICEF Uzbekistan Country Office.

10. ESTIMATED COSTS

Estimated costs will be identified based on proposals and should include the following costs:

A) Consultants' fees
B) Travel costs

11. RESOURCING

WBS Number: 4630/A0/06/881/001/007
Grant Number: Non-Grant