**TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS**

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| **Title:**  **Education:** Consultancy to support data analysis and its use to support policy and planning |  | **Type of engagement**  Consultant | **Duty Station:**  **New Delhi** |
| **Purpose of Activity/Assignment:**  Strengthened support in the analysis and use of data and evidence in planning and implementation of the education programme | | | |
| **Scope of Work *(Include Background/Rationale/Key Objectives of the Assignment)*:**  **Background**  Evidence-based planning in education refers to the use of data and evidence to inform the preparation of education plans and support in the development and implementation of educational policies, program, and practices.  Evidence-based planning allows education planners, educators, and policymakers to make informed decisions based on the best available data and evidence (including evidence from studies, evaluation, and research) rather than relying on assumptions or intuition. This can lead to more effective and efficient use of resources, plan for appropriate interventions in differential geographical interventions and for groups/communities and can help ensure that the needs of all children/students receive equitable quality education. It would also help in ensuring differential plans and budgets with clear targets and outcomes with a focus on envisaged change progressively over the years.  The Integrated Scheme on School Education (Samagra Shiksha) of Government of India, envisages education as continuum and has developed an overarching programme for the school education sector from pre-school to senior secondary to improve quality of education for all children in the country. The vision of the scheme is to ensure inclusive and equitable quality education from pre-school to senior secondary level which is in alignment with the Sustainable Development Goal (SDG) of Education. Therefore, data analysis and effective use of data from the existing data sets will be key for effective planning and monitoring of the Samagra Shiksha.  UNICEF continues to provide technical assistance to Government of India and State governments in strengthening data systems and facilitate the analysis of data and evidence to support planning, implementation, and monitoring of the education programme. Therefore, this consultancy support is required to help strengthening systemic capacity in the use of data and evidence through innovative ways of analysis through dash boards to support planning and implementation of the education programme. outcomes.  **Scope of Work:**  The purpose of consultancy is to   * To support analysis and use of data and evidence in education sector planning and monitoring * To document key thematic interventions and prepare policy briefs related to access, learning and budgets to inform education sector policy and planning   The support encompasses working in close coordination with UNICEF and state teams 17 states to facilitate the effective use of evidence in planning and monitoring of education programme.  **Major tasks to be completed:** | | | |
| 1. Develop data analysis framework to assess status of access, progression, infrastructure, teachers, retention and RTE related key indicators by levels of education (pre-primary, primary, elementary, secondary, and higher secondary level) and compute the key education indicators from geographical, gender and equity perspective  2. Develop dashboard by using data visualization tools like Power BI based on U-DISE+ and other secondary data sets at the national level and state levels with district level layers and trends of data sets (U-DISE+ 2022-23 available in the public domain and data sets available with states)  3. Analyze Samagra Shiksha 2023 PAB minutes of 17 states and document key thematic interventions/policy briefs for advocacy and cross learning among states  **Other Information:**  The consultant will be based in New Delhi. S/he will be expected to be available for discussions at the UNICEF Delhi office on a regular basis. The consultant is expected to work with his/her own computer, from his/her own workspace. A hot desk will be made available for the consultant for those days that they are required to come to the UNICEF India office in New Delhi. | | | |

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| Work Assignments Overview (*Include Major Tasks and Activities)* | Deliverables/Outputs | Timeline/Date for submission of Deliverable |
| * Develop data analysis framework for U-DISE+ and other data sets * Based on agreed framework design dashboard in Power-BI * Analyze U-DISE + data and other available data sets related to assess status of access, infrastructure, teachers, retention and RTE related key indicators at the national level * Develop Power-BI dashboard based on the national analysis * Develop framework for PAB minutes analysis framework at the national and state level analysis | Data analysis framework for U-DISE+ and PAB minutes  Dashboard design with national level data | 40 working days  31st August, 2023 |
| * Analyze U-DISE + data and other available data sets related to assess status of access, infrastructure, teachers, retention and RTE related key indicators for 8 states * Develop Power-BI dashboard based on the 8-state analysis * Analysis of PAB minutes for national level leading to priority actions * Analysis of PAB minutes of 8 States leading to priority actions | Dashboard reports of 8 states based on the analysis  8 analytical reports of Samagra Shiksha PAB minutes analysis | 50 working days  15th November, 2023 |
| * Analyze U-DISE + data and other available data sets related to assess status of access, infrastructure, teachers, retention and RTE related key indicators for 9 states * Develop Power-BI dashboard based on the 9 states analysis * Analysis of PAB minutes of 9 states leading to priority actions | Dashboard reports of 9 states based on the analysis  9 analytical reports of Samagra Shiksha PAB minutes analysis | 30 working days  31st December, 2023 |
| * Mapping of state practices:   + On climate change   + On school safety and security | Two best practices documents | 40 working days  29th February, 2024 |
| * Policy briefs:   + Based on Equity analysis on key education indicators on access and retention   + Improving outcomes with a focus on gender and equity of student assessments   + Governance and budget | Three policy briefs | 30 working days  15th April, 2024 |
| * Policy briefs:   + SDG Goal 4 indicator analysis - Quality education for all   + Access and participation of girls in technology/STEM/ climate change | Three policy briefs | 30 working days  15th June, 2024 |
| Travel - International (if applicable) | NA |  |
| Travel - National (please include travel plan)  ***Please specify here clearly the States and Districts where travel is required, number of trips, whether by air or train, number of days of outstation travel, terminals, travel within districts, if applicable, etc. so that the candidates can provide all-inclusive deliverable based fees.*** | * Number of trips (air/train) = 4 trips   (Guwahati, Gandhinagar, Ranchi, and Patna)   * Number of days of outstation travel = 12days (for estimating taxi charges) |  |
| Per Diem/DSA (if applicable) | * Number of days of outstation travel = 12 days (for estimating per diem) |  |
| **Minimum Qualifications required:** | **Years of Experience/Knowledge/Expertise/Skills required:** | | |
| Bachelors  Masters  PhD  Other  Master’s degree in education or social sciences or any related areas discipline from a reputed university  Enter Disciplines: | **Knowledge/Expertise/Skills required:**  **Minimum technical Knowledge and Experience**   * Three (3) to eight (8) years of professional experience of working in education sector or social sciences * Experience of analyzing data and handling raw data of EMIS and other secondary sources * Good presentation and writing skills to differential audience and stakeholders * Comprehension of software like MS Excel, SPSS * Basic Understanding of SQL and experience with data visualization tools like Power BI   **Project Management and Interpersonal Skills**   * Ability to manage multiple tasks within tight deadlines and prioritize effectively, while delivering high quality work * Proven analytical, report writing and organizational skills * Fluency in English is required and Fluency in Hindi and /or any other Indian regional languages will be an advantage. | | |
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| [**Competitive Selection Criteria**](https://unicef.sharepoint.com/:x:/r/sites/DHR/_layouts/15/Doc.aspx?sourcedoc=%7Bda0b1215-ade3-4345-8188-e2b7df9b2fa4%7D&action=default&uid=%7BDA0B1215-ADE3-4345-8188-E2B7DF9B2FA4%7D&ListItemId=353&ListId=%7B465BE47D-174D-4461-B4D6-18B9FC34CB32%7D&odsp=1&env=prod&web=1&cid=a9bfc2d5-3213-4b69-9b04-acb0c830c6d1) **(for clarification see** [**Guidance)**](https://unicef.sharepoint.com/:w:/r/sites/DHR/_layouts/15/Doc.aspx?sourcedoc=%7BB3E3517A-8BBF-4368-90FE-7DBCD31544EA%7D&file=Guidance%20on%20Completing%20the%20Selection%20Matrix%20for%20Consultants%20and%20Individual%20Contractors.docx&action=default&mobileredirect=true)  Interested candidates are required to submit the following documents as part of their application for the consultancy:   * An updated CV, demonstrating all the requirements stated above * A cover letter (max 2 pages) outlining understanding of the scope and activities, motivation to undertake it and demonstrating fit for the assignment * A recent writing sample (up to 3 years old), which can include a professional publication, or a report or some other writing piece completed as part of their professional work. Where a writing piece has several authors, the applicant should specify which sections were written by her/him. *(Note by submitting a writing sample, the consultant confirms this is their original work. If it is found not to be original work, this will be grounds for non-selection.)*   Shortlisted candidates will be invited to participate in an interview, which will seek to verify relevant professional experience, as well as test technical knowledge and the UNICEF competencies listed above.   1. **Technical Evaluation (80 Points)** 2. **Educational Qualifications (10 points)**   **•** Master’s degree in education or social sciences or any related areas discipline from a reputed university   1. **Relevant professional experience (20 points)**   **•** Required number of years (5-7) responsible for data analysis  • Experience in data analysis based on U-DISE+, NSSO, NFHS, NAS data sets  • Understanding of calculating indicators available data set.  **•** Experience of use of data visualization tools and generating queries through SQL  **•** Experience in preparing high-quality standard presentations and reports   1. **Quality of written sample of previous work (20 points)**   **Minimum qualifying score for shortlisting for interview is 40/50**   1. **Interview (24/30 points)**   **•** Technical knowledge on use of data and analysis including data visualization/presentation  • Interpersonal and communication skills  • Motivation and professionalism  **Minimum qualifying score total: 64/80**  **B) Financial Proposal (20 Points)**  20-point are allocated to the lowest priced proposal. | | | |

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.

The selected candidate is solely responsible to ensure that the visa (applicable) and health insurance required to perform the duties of the contract are valid for the entire period of the contract. Selected candidates are subject to confirmation of fully vaccinated status against SARS-CoV-2 (Covid-19) with a World Health Organization (WHO)-endorsed vaccine, which must be met prior to taking up the assignment. It does not apply to consultants who will work remotely and are not expected to work on or visit UNICEF premises, programme delivery locations or directly interact with communities UNICEF works with, nor to travel to perform functions for UNICEF for the duration of their consultancy contracts.

UNICEF offers reasonable accommodation for consultants with disabilities. This may include, for example, accessible software, travel assistance for missions or personal attendants. We encourage you to disclose your disability during your application in case you need reasonable accommodation during the selection process and afterwards in your assignment.

The General Terms and Conditions of Contract (Consultants) are **ATTACHED *(please attach the GTCs while advertising or sharing the TOR with candidates).***