

## **TERMS OF REFERENCE**

**Individual Consultant: Senior Evidence Consultant - Data (open to National Consultants only)**

**Duty Station:** New Delhi (home based with mission travels)

**Contract Duration:** 4 months

**Closing Date:** 7<sup>th</sup> December 2023

### **1. BACKGROUND AND PURPOSE**

UNICEF is committed to the central role of research, monitoring and evaluation in results-based management, and continually seeks to strengthen the evidence and data function with a view to supporting programming. While furthering accountability towards governments, donors and other partners, data and evidence can yield lessons that will further enhance UNICEF's contribution to development and the lives of children across the world.

In accordance with UNICEF's decentralized structure, most evidence and data activities are conducted at country and regional levels. Important challenges include strategic coverage, coherence, accessibility and timeliness, and ensuring that quality standards are consistently met.

UNICEF India has recently developed its own Evidence Strategy, in which data is positioned as a key strategic priority. A new Evidence Unit within UNICEF India has been created to be able to provide the strategic direction and leadership on evidence and data for children.

While there is a significant demand for support from UNICEF on data work, and the office undertakes a large volume of very strategic initiatives with government and other partners, there are a few critical and common challenges that continue to hamper the agenda on evidence for children, linked to data availability, disaggregation, quality, but also use. There is a need to further understand these challenges, and crucially identify feasible opportunities and entry-points to address them, at both national and state levels. In addition, while programmes and field offices lead their own efforts, it is imperative to have a comprehensive, strategic Data Action Plan for country office that serves to guide and prioritize investments by UNICEF India Office for the next 5 years around data for children and the data ecosystem in India.

The UNICEF India Country Office is seeking support of a senior Data Consultant to support Statistics and Monitoring Specialist in preparing a Data Action Plan that provides strategic direction and a concrete roadmap for the next 5 years of specific data efforts UNICEF needs to undertake to strengthen the ecosystem, bridging the data gaps around children in India.

The purpose of this short-term consultancy is to support Evidence section in preparing Data Action Plan for India Country Office (2023-2027).

### **2. OBJECTIVES**

The objective of this consultancy is to support the Evidence section to work toward achieving the following outcomes:

- i. To identify the prioritized data issues to be addressed across UNICEF India programmatic domains, at the national and at the state level, basis an updated analysis of the current challenges in the ecosystem and the emerging priorities from Government of India and other stakeholders, as well as aligning UNICEF's global data strategy.
- ii. To recommend strategic, concrete, and feasible interventions or actions that UNICEF India can take to address these issues, to work towards strengthening of data ecosystems and bridging the key data gaps across UNICEF India programme domains.

### 3. Scope of Work for Data Action Plan:

#### Thematic scope

There are two aspects to the proposed thematic scope: first, focusing on the strategies the office should employ to accelerate its data initiatives, such as capacity building of government, data partnerships, ethics and responsible data for children, innovation and technology; second, focusing on cross-sectoral thematic agendas or beams, which requires convergence and should be integrated into all programmes – such as Climate Change, Gender and Equity (including Disability), Early Childhood Development and Adolescent Empowerment. For example, for Gender, the Data Action Plan will aim to suggest some realistic opportunities and entry points, based on a feasibility analysis, to obtain gender-relevant and sex-segregated data for critical child indicators, which may cover opportunities for advocacy, analytics, and indicator measurement/definitions. Note that the exact thematic scope will be decided in consultation with the CMT and other relevant experts.

#### Geographical scope

The Data Action Plan will focus on both the national level and the state level since the issues and opportunities vary greatly from one state to another. Since it will not be feasible to cover all the states in this exercise, a few will be selected, to ensure a mix of different contexts is examined. If field offices would like to develop their own Data Action Plan, drawing on the ICO-level one, this can be a next step to this exercise

The specific tasks of this consultancy will be:

- i. An updated data landscape analysis, with a comprehensive summary narrative of the key challenges and opportunities in the data ecosystem and key recommendations for 7-10 priority data investments the office needs to make in the next 5 years
- ii. An action plan matrix, including suggested initiatives/actions/interventions, expected outcomes, key partners and stakeholders to involve (national/state), timelines for the next five years.
- iii. Separate investment/use cases for each of the areas as defined under the thematic scope, which can be used in advocacy with government and fundraising
- iv. A summary brief and visual infographic/representation of the Data Action Plan for external communication, to help position UNICEF India's agenda around data

### 4. DELIVERABLES AND DEADLINES

<b>Work Assignments Overview (Include Major Tasks and Activities)</b>	<b>Deliverables/Outputs</b>	<b>Timeline for submission of Deliverable</b>
Desk review: An updated data landscape analysis, with a comprehensive summary narrative of the key challenges and opportunities in the data ecosystem and key recommendations for 7-10 priority data investments the office needs to make in the next 5 years	PowerPoint presentation of key highlights on revised data landscape analysis.	22 December 2023
Consultations with external partners: identify the main challenges and opportunities, especially where there is the most appetite from the nodal ministries/government officials and partners to invest in upcoming/revised action plan	An action plan matrix, including suggested initiatives/actions/interventions, expected outcomes, key partners and stakeholders to involve (national/state), timelines for the next five years.	10 February 2024
Separate investment/use cases for five areas as defined under the thematic scope, which can be used in advocacy with government and fundraising	1 Summary document with five use cases	14 March 2024
A summary brief and visual infographic/representation of the Data Action Plan for external	1. PowerPoint presentation on DAP.	20 March 2024

communication, to help position UNICEF India's agenda around data	2. Final Data Action Plan Document	30 March 2024
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## 5. DUTY STATION

New Delhi (home-based with mission travel)

## 6. OFFICIAL TRAVEL INVOLVED (ITINERARY AND DURATION)

There will be 3 trips (by air) with total 9 days of outstation travel.

## 7. ESTIMATED DURATION OF CONTRACT

04 months, from December 2023

## 8. QUALIFICATIONS / SPECIALIZED KNOWLEDGE / EXPERIENCE/ COMPETENCIES (CORE/TECHNICAL/FUNCTIONAL) / LANGUAGE SKILLS REQUIRED FOR THE ASSIGNMENT

### Qualification:

A post-graduate university degree in statistics, population sciences, social sciences, or economics

### Experience:

- i. Minimum of fifteen (15) years' relevant work experience, progressively responsible at national and/or international levels in UN bodies/ Government
- ii. Strong experience in strategically leading and managing teams on Monitoring and Evaluation, Data Analysis; Demonstrated technical expertise in Data initiatives supporting Government (Central or State), engagement in strengthening data ecosystem; Demonstrated experience in policy advocacy around Data production and use.
- iii. Strong experience in advocating for issues around data availability, data quality, data utilization, data architecture and systems, with different stakeholders (including governments, academia, multi-laterals), and the ability to draw on a network of stakeholders related to data in India; Solid experience supporting the development of Government M&E strategies and workplans, as well as assessing needs and diagnostics, and plans and systems.
- iv. Strong team leadership and management track record and commitment to delivering timely and high-quality strategic and analytical reports
- v. Good interpersonal and communication skills; ability to interact with various stakeholders (including senior level government officials) and to concisely express ideas and concepts in written and oral form Good interpersonal and communication skills; ability to interact with various stakeholders (including senior level government officials) and to concisely express ideas and concepts in written and oral form
- vi. Knowledge of the UN's human rights, and familiarity with UNCT system and UNDS reform, particularly at the country-level, is preferred
- vii. Knowledge of and previous experience working in or on issues related to Data Ecosystem of government in India;
- viii. Familiarity with the Statistics issues and policy context in India, and the current political climate

## 9. TECHNICAL EVALUATION CRITERIA (WITH WEIGHTS FOR EACH CRITERIA)

Technical and Financial ratio is 75:25 (technical proposal-75 points and financial proposal-25 points)

S. No.	Evaluation Criteria	Max. Marks	Min. Marks
1.	<b>Educational Qualification</b> A post-graduate university degree in statistics, population sciences, social sciences, or economics	30	<b>60</b>
2.	<b>Relevant professional experience</b>	45	

	<ul style="list-style-type: none"> <li>• Minimum of fifteen (15) years’ relevant work experience, progressively responsible at national and/or international levels in UN bodies/ Government (10)</li> <li>• Strong experience in strategically leading and managing teams on Monitoring and Evaluation, Data Analysis; Demonstrated technical expertise in Data initiatives supporting Government (Central or State), engagement in strengthening data ecosystem; Demonstrated experience in policy advocacy around Data production and use. (10)</li> <li>• Strong experience in advocating for issues around data availability, data quality, data utilization, data architecture and systems, with different stakeholders (including governments, academia, multi-laterals), and the ability to draw on a network of stakeholders related to data in India; Solid experience supporting the development of Government M&amp;E strategies and workplans, as well as assessing needs and diagnostics, and plans and systems (10)</li> <li>• Strong team leadership and management track record and commitment to delivering timely and high-quality strategic and analytical reports;(8)</li> <li>• Proven experience leading multistakeholder consultation's (including senior level government officials) on evidence - based policy initiatives and (7)</li> </ul>		
	<b>Total</b>	<b>75</b>	<b>60</b>

**Note:** Qualifying score in technical evaluation is 60 out of 75 marks.

#### **10. PAYMENT SCHEDULE**

Payment will be made on submission and acceptance of deliverables. UNICEF reserves the right to withhold payment in case the deliverables submitted are not up to the required standard or in case of delays in submitting the deliverables on the part of the consultant

#### **11. IMPORTANT NOTES**

- 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 health insurance (and visa if applicable) 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.

#### **HOW TO APPLY:**

The application to be submitted through the online portal and must contain three separate attachments, as follows:

1. A cover letter (max 2 pages) outlining understanding of the scope and activities, motivation to undertake it and demonstrating fit for the assignment **(to be uploaded online under “Cover Letter” tab)**
2. An updated CV demonstrating all requirements stated above **(to be uploaded online under “Resume” tab)**
3. A financial proposal indicating all-inclusive amount (professional fee + travel cost as applicable) against each of the deliverable, as per the template attached. Please do not forget to specify your name in the file while saving **(to be uploaded online under “Financial Proposal” tab).**

**Important Note:** Please do not indicate financials anywhere else in the online application form, please mark "n/a or 00", under the fee related questions in the online application form.

**Without all the above 03 documents, your application will be considered incomplete and invalid and will not be considered further.**

- Any attempt to unduly influence UNICEF’s selection process will lead to automatic disqualification of the applicant.
- Joint applications of two or more individuals are not accepted.
- Please note, UNICEF does not charge any fee during any stage of the process.
- Women, trans, non-binary and gender diverse candidates meeting the requirements are strongly encouraged to apply.
- UNICEF is committed to diversity and inclusion and encourages qualified candidates from all backgrounds including persons living with disabilities to apply.
- General Terms and Conditions for the Consultancy Contract is attached, for your reference.

**For any clarifications, please contact:**

UNICEF

Supply & Procurement Section

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