

## Terms of employment and commitments of UNICEF and the selected individual for the requested consulting services.

### Working conditions

- This consultancy does not include per DSA expenses.
- Regular meetings will be held through Teams and by telephone when requested by supervision.
- All deliverables must be reviewed and approved by UNICEF, for which the consultancy shall include periods of review by counterparts, feedback and adjustments requested.
- The consultant must have its own computer equipment, as well as the appropriate software to carry out the activities foreseen in these terms of reference.
- Availability to attend planning and follow-up meetings with UNICEF in person and virtually through digital platforms (Teams or Zoom) and by phone when required.
- The information resulting from the consultancy will be the property of UNICEF and the counterparts established in the ToRs.
- The assignment shall be carried out outside UNICEF facilities.
- The supplier must have its own expense insurance.
- They will not be entitled to a UNICEF mail account.

Working conditions and commitments of UNICEF and the selected candidate for the requested consultancy services.

### UNICEF's commitments are:

- Review and approve deliverables on a timely basis.
- Attend and respond to clarification requests from the supplier.
- Review the draft version of the deliverables provided by the supplier and provide comments resulting from the review, so that they can be incorporated into the final version of the deliverables.

### The supplier's commitments are:

- The design of the methodology and analysis of the products/deliverables.
- The production and presentation of high quality products that comply with the requirements described in these ToR and the deadlines established in the contract.
- Costs and expenses related to the physical facilities, office equipment, software and transportation required for this project.
- Provide technical support in the presentation of results if required.
- Regarding the preliminary or draft documents and the final deliverables:

- Written response on comments issued by UNICEF and counterparts that have not been considered relevant to incorporate in the respective reports and the reasons for not doing so.
- Participate in working meetings and feedback sessions with UNICEF staff and counterparts on the products of the project.