

**INDIVIDUAL CONTRACT**  
**TERMS OF REFERENCE FOR A NATIONAL CONSULTANT**  
**ADMIN DATA and STATISTICS FOR CHILD RIGHTS AND PROTECTION**

**1. Background:**

Accurate and realistic statistics and data on child protection have paramount importance in realization of the Convention on the Rights of the Child; in provision of prevention, protection, rehabilitation services in relation to all forms of child abuse, improvement of quality and outcomes of child protection services, including progress towards the SDGs, knowledge and evidence-based budget planning, implementation, monitoring, evaluation, assessment and policy development.

The government approved “Methodology of developing child protection statistics” with 129 indicators in 2015. The Law on Child Rights, the Law on Child Protection, and the Law on Combatting Domestic Violence approved by the Parliament in 2016 and 2017 mandated the relevant government agencies in charge of social protection, child, family affairs and statistics to develop and maintain database on child rights and protection. Existing data and statistics on child protection require improvement in alignment with these laws and with the internationally comparable data and indicators for the relevant UN SDGs and CRC and with INSPIRE strategies on ending violence against children.

The UN Committee on the Rights of the Child recommends the Government to improve the data on children and child rights issues in its Concluding Observations. Accordingly, the National Program on Child Development and Protection approved by the Government of Mongolia’s resolution in 2017 includes action to improve the evidences and data on situation of children.

Based on the above justifications, the Ministry of Labor and Social Protection, government agencies in charge of child rights and protection, National Statistical Office and UNICEF have joined efforts to improve data and statistical indicators on child rights and protection. This work is planned in the Joint Work Plan for 2020-2021 signed by the Ministry of Labor and Social Protection, Ministry of Justice and Home Affairs and UNICEF.

**2. Purpose of the Consultancy**

The purpose is to provide technical support to UNICEF and the inter-agency technical working group (WG) established by the Order of the Minister for Labor and Social Protection on May 8, 2020 in improving the system for admin data and statistical indicators on child rights and protection, and in strengthening the database for efficient and rapid information gathering, storage, sharing and reporting.

Specific objectives include:

- Design of the data collection, processing and analyses architecture for child protection statistics and indicators
- Determine indicators that correspond to the demand and needs of the national and international commitments
- Development of the operational guidance and documentation for the collection, processing, storage and use of data and statistics in line with the relevant laws and procedures

**3. Work Assignments and deliverables**

The consultant will be responsible for providing technical assistance to the country office and the WG and perform the following assignments.

- 1) The consultant will review and compile the existing administrative data and statistical indicators on child rights and child protection, and the data sources, relevant tools for collecting, processing and analyzing the data. This assignment will require bilateral meetings with the relevant agencies including, but not limited to, NSO, MLSP, AFCYD, MoESS, Court Decision Enforcement Agency, Police, MoH and the hospitals including Trauma and Injury Hospital, and Forensic Hospital.

Deliverable: Submission of the **Inception report** (in English and Mongolian)

- 2) The Consultant will conduct a session for the working group on internationally used and/or cross-nationally comparable indicators on child rights and protection, including indicators of the UN Convention on the Rights of the Child, Sustainable Development Goals, INSPIRE strategies and UNICEF SMQs on child protection (this task will require translation work from English to Mongolian)

Deliverable: **Compilation of internationally used indicators** on child rights and protection, and workshop agenda and PPP (in English and Mongolian)

- 3) The Consultant will present the review findings, propose initial suggestions to improve the data and statistics, and the tools; and collect feedback from the WG

Deliverable: Agenda, the **1<sup>st</sup> draft report**, and PPP for the meeting (in Mongolian)

- 4) The Consultant will work to improve the data and stats reflecting the comments of the WG members and aligning with internationally used indicators, measurement methodologies, data collection and monitoring tools and questionnaires, and tools for data processing and analysis. The Consultant will also look at issues related to rapid, confidential and secure information sharing. The Consultant will present the findings to the working group and collect their feedback and comments.

Deliverable: **2<sup>nd</sup> draft report** and PPPs (in Mongolian)

- 5) The Consultant will develop an Indicator Guidance on how to collect and report on data on Child Protection indicators. INSPIRE indicator guidance and UNICEF's Indicator Manual can serve as reference documents. The consultant will introduce the Manual at the WG meeting.

Deliverable: **Draft Indicator Manual** on CP (in Mongolian)

- 6) The Consultant will share the findings and recommendations at a validation workshop with the WG.

Deliverable: **Final draft (3<sup>rd</sup>) report, PPPs and Indicator Guidance** (in Mongolian and English)

- 7) Submit the final report and the Indicator Guidance to the MLSP and UNICEF no later Nov 25 2021.

Deliverable: **Final report, PPPs and Indicator Guidance** – design, editing and layout done for printing of the final report and the Guidance (in Mongolian and English)

4. **Estimated Duration of Contract, work schedule and working days:**

This is an 8-month contract, starting on April 1, 2021 and ending on Dec 2, 2021. The consultant will work full time.

## **5. Deliverables & Payment Schedule**

The Consultant will be paid upon submission of the deliverables as per below schedules.

- 1) Submission of the Inception report (in English and Mongolian) – 25 working days (April 1-May 5, 2021)
- 2) Compilation of internationally used indicators on child rights and protection, and workshop agenda and PPP (in English and Mongolian) – 25 working days (May 6-June 9, 2021)
- 3) Submission of the 1<sup>st</sup> draft and presentation of initial recommendations - meeting agenda, 1<sup>st</sup> draft report, PPP and meeting notes (in Mongolian) – 20 working days (June 10 – July 8, 2021)
- 4) Submission of the 2<sup>nd</sup> draft report (in Mongolian) – 20 working days (July 15 – August 11, 2021)
- 5) Development and Submission of Draft Indicator Manual on CP and Presentation of the Indicator Manual at the WG (in Mongolian) – 35 working days (August 12 -Sep 30, 2021)
- 6) Submission of the Final draft report, PPPs and Indicator Guidance and dissemination for written comments to all relevant organisations (in Mongolian and English) – 25 working days (-Oct 1- Nov 4, 2021)
- 7) Submission of the final report, PPPs and Indicator Guidance and support design and layout for printing (in Mongolian and English) – 20 working days (Nov 5- Dec 2, 2021)

## **6. Qualification or Specialized Knowledge/Experiences Required**

### 1) Education

- Masters or advanced degree in social work, statistics, law, social sciences, international development or related field

### 2) Work Experience

- A minimum of five years of professional work experience in child rights, child protection, human rights, statistics, M&E and information management
- Familiarity with Child Protection is an asset
- Familiarity with emergencies and the humanitarian-development nexus is an added advantage
- Previous experience with conducting literature reviews and/or systematic reviews is required

### 3) Competencies

- Demonstrated ability to facilitate complex processes requiring liaising with multiple stakeholders
- Excellent inter-personal and communication skills, including listening and consensus-building skills
- Strong and documented experience in working with Government institutions
- Ability to work independently and to meet tight deadlines
- Strong technical and analytical writing skills in English required

### 4) Contract Supervisor

The Consultant will be supervised by the Child Protection Specialist, and work in close collaboration with the M&E Officer and the inter-agency technical working group members, including officials from the MLSP, AFCYD and NSO.

**5) Working conditions:**

The candidate selected will be governed by and subject to UNICEF's General Terms and Conditions for individual contracts.

The consultant will mainly work remotely, and UNICEF will not provide permanent office space, laptop and email address.

Consultant is not entitled to payment of overtime and all remuneration must be within the contract agreement.

Official travel involved: If the Consultant is required to travel, the office will issue TA for the consultant based on UN rate as per the latest travel policy. Consultant will be fully responsible for his/her travel, health, and life insurances.

Consultant will be required to complete the mandatory courses including the courses on PSEA and UN security prior to starting consultancy.

**6) Nature of 'Penalty Clause' to be Stipulated in Contract:**

UNICEF reserves the right to withhold the consultancy fee of up to 30% in the case that the deliverables are not submitted on schedule or do not meet the required standard.

Issues related to under performance and contract termination will be governed by the "General Conditions of Contracts for the Services of Consultants / Individual Contractors".

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