

## **Terms of Reference for a Consultancy**

### **Global Assessment Situation Analysis of Children and Women's Rights**

21 November 2011 – 29 February 2012

#### **Background**

A Situation Assessment and Analysis (SitAn) is conducted with respect to children's and women's rights or critical issues affecting their realization, as part of UNICEF's cooperation in a country. The process is used to understand the causes of and linkages between problems affecting children and women and how a country's human, economic and organizational resources and structures can contribute to solving these problems. The SitAn flags disparities (geographic, ethnic grouping, gender, etc.) that may be the cause of inequities in child development outcomes. With the move to UN Coherence, the Common Country Assessments (CCAs) – to which UNICEF made important contributions – substituted the preparation of SitAns for some time. However, given that children's issues were often lost in the condensed CCAs, the need to return to a systematic and comprehensive exercise was felt necessary. The 2008 guidance supported the return to a more extensive exercise of understanding the situation of children in countries using the Convention on the Rights of the Child (CRC), the Convention on the Elimination of All Forms of Discrimination against Women (CEDAW) and other internationally agreed standards as backdrop for such analysis. A revision to the 2008 guidance was prepared in 2011 to support more robust analytical work on the situation of marginalized and disadvantaged populations and the barriers and bottlenecks that impede the realization of their rights.

The 2008 review of the Mid-Term Strategic Plan (MTSP) E/ICEF/2008/18 underscored the importance of more systematic support to the situation analysis of children and women as key to UNICEF's contribution to national knowledge and capacity for policy development. Analytical work on children and women's rights is part of UNICEF's longer-term collaboration to develop national capacity for evidence-based, child-focused research and fully aligned to the vision outlined in the oral report to the Executive Board on Knowledge Management and the Research functions of UNICEF (E/ICEF/2011/CRP.2). A good quality situation analysis provides the basis for identification of the most appropriate combination of strategies to adequately respond to and address gaps in the rights of all children within a given country context. It should be positioned to offer valuable insights into discussions about national laws, policies and budgets. It should be relied upon by policy planners, local government, civil society, community decision makers and academics as an important source for the development of child sensitive policies and programmes.

## **Purpose**

The purpose of the global assessment is to examine the strengths and weaknesses in current practice in conducting and using the Situation Assessment and Analysis of Children's and Women rights. The global assessment will propose options, enable the formulation of minimum standards for SitAns, and serve to strengthen the guidance on the role of the SitAn going forward in promoting equity-focused quality programme development and policy advocacy.

## **Focus and Scope**

The assessment will:

- 1) examine the strengths and weaknesses of recent SitAn efforts
- 2) explore potential approaches to developing the situation analysis that supports the organizational focus on equity.

The first part will entail an examination of the following:

- current practice in the conduct and use of recent SitAns (from 2005-2011) across different programming environments (country size; income category – low, middle and high income; nature of development operations, fragile environments etc..), in relation to existing organizational guidance
- the information and data sources used
- national ownership of the effort
- the degree of stakeholder involvement
- its contribution to shaping the Country Programme (CP) and strategies of UNICEF Cooperation
- its impact on upstream policy engagement
- the various tools at CO/RO/HQ levels to support its development and use
- innovative approaches and good practices from UNICEF cooperation
- the strength of quality assurance and support mechanisms

An exploration of potential approaches will build on the above analysis and lessons learned from recent analytical effort to:

- determine relevant frameworks and processes to support the conduct and optimal use of rights-based, equity-focused SitAns
- explore good practices from other organisations that could support reflection and analysis on the way forward
- consider potential partnerships and collaborative effort at country, regional and global level in developing SitAns
- identify minimum standards for quality SitAns
- formulate recommendations on how UNICEF can forcefully ensure a strengthened role of the SitAn in support of equity focused programming, including providing a knowledge base for assessing and monitoring strategic result areas (SRAs).

## **Methods**

The assessment will rely on a desk review of a sample of SitAn documents and processes, key-informant interviews, internet-based surveys to UNICEF offices and stakeholder consultations.

**Duration:** 15 weeks: 21 November 2011 – 29 February 2012

## **Process**

### Phase 1 – Inception Report: 9<sup>th</sup> December 2011

the consultants will prepare an inception report that will outline in detail, the scope of analysis, the questions that will be answered by the study and a description of the methodology to be used in consultation with HQ, ROs, selected country offices and stakeholders.

Phase 2 – Data Gathering and Analysis: December 2011 – January 2012: through the desk review, telephone interviews and email exchanges, the consultant will gather the data required to answer questions formulated in Phase 1.

Phase 3 – Consultations and Report Preparation: February 2012: The consultant will present key findings and proposal in a series of consultations for discussion and finalization of the study report. A final report will be expected at the end of February 2012.

## **Information Sources**

- SitAn guidelines
- Recent SitAn reports (2000-2011)
- Common Country Assessments (CCAs) and United Nations Development Assistance Framework (UNDAFs)
- Country Programme Documents (CPDs) and Country Programme Action Plans (CPAPs)
- Relevant assessments and evaluations (example: 2010 Assessment of SitAns in Middle East and North Africa (MENA), Evaluation of Human Rights-based Approach to Programming (HRBAP - 2011 etc..)
- Reports of the Independent review of Country Programme Documents
- Situation Analysis guides and reports from similar organisations (UN Agencies, CSOs etc...)

## **Consultant Profile**

Two senior level consultants will undertake the timely conduct of this assignment. One will assume the lead role in the assignment. The consultants will need to spend substantial time familiarizing themselves with SitAn processes at country level.

They must possess meet the following minimum requirements:

- Advanced university degrees (Masters or PhD) in social sciences with a strong focus on sociology, development studies, economics, international relations etc...
- At least 10 years of experience each in the field of development and demonstrate good knowledge of investigative methods that combine qualitative inquiry and document reviews, with strong record on producing analytical work.

- Demonstrated familiarity with human-rights based approaches to development and the analysis of inequities.
- Excellent written and oral communication skills in English; with proficiency in French and/or Spanish language between the two consultants.
- Computer skills. Use of search engines and internet-based survey packages. The consultant should be able to access and use available technology to maintain contact with the management of the study and to conduct interviews with study participants.
- Knowledge of the UN system as well as other development organisations.

### **Ethical Considerations**

All products, including data, tools and reports, developed in the course of this consultancy are the intellectual property of UNICEF. The consultant may not share the products from this consultancy without the express permission of and acknowledgement of UNICEF.

### **Deliverables**

The following deliverables are expected from the consultant by the stated deadlines to enable payment as per signed SSA:

- 9 December 2011: Inception report (5 pages) will outline the questions to be explored, data gathering methods and overall plan
- 10 January 2012: Draft report outline for review by the Steering Committee
- End January 2012: Draft study report submitted for review
- February 2012: Consultations conducted with UNICEF staff and other stakeholders to discuss main findings
- 29 February 2012: Submission of final study report to UNICEF.

### **How to Apply:**

Qualified candidates are requested to submit a cover letter, the design proposal, a sample of their best work and a proposed budget for completion of the task as well as a CV and P 11 form (which can be downloaded from our website at [http://www.unicef.org/about/employ/index\\_53129.html](http://www.unicef.org/about/employ/index_53129.html)) to [pdconsultants@unicef.org](mailto:pdconsultants@unicef.org) with subject line “*Global Assessment of Situation Analysis*” by 14th November 2011. Please indicate your ability, and daily/monthly rate and availability to undertake the terms of reference above. Applications submitted without a daily rate will not be considered.