

UNICEF Bulgaria
TERMS OF REFERENCE
for
Consultant on Data Gathering and Supporting Monitoring Child Rights
/Part-time consultancy/

Start date: 25.01.2014
End date: 25.12.2014
Maximum number of days: 50
Reporting to: UNICEF Child Rights Monitoring Specialist and Child Protection Specialist

I. Objective of the consultancy

Under the guidance and supervision of the UNICEF's team to be accountable for ensuring that UNICEF Country Office has useful, valid and reliable information on the situation of children's and women's rights.

II. Specific objectives of the assignment

The consultant will be assisting UNICEF office with the following:

1. Provide technical support to UNICEF program activities related to data gathering and ensure timely availability of the requested information;
2. Review the availability and use of local, sub-regional and regional level data and recommend improvements/additions to facilitate gathering of required data to timely inform the policy;
3. Examine the validity and usefulness of the routine programme monitoring and assist in improving the tools in line with the associated objectives;
4. Assist the selection of indicators and other relevant tools for monitoring and following up of the different UNICEF programmes and activities and support assessment of developments and results;
5. Provide recommendations on improvement of data gathering at national and local level;
6. Provide recommendations on strengthening child rights monitoring in terms of data collection;

7. Support preparation of terms of references reports and studies by providing relevant data and methodology;
8. Compile data from project monitoring activities for various reporting requirements.
9. Advise and support UNICEF staff in the effective use and presentation of quantitative information.
10. Assist the preparation of analytical reports and policy support documents,
11. Support partnerships with knowledge institutions for the identification of capacity gaps in terms of human resources, processes, indicators etc related to child rights monitoring and suggest strategies to address them;
12. Assist preparation process for the eventual conduct of a Multiple indicator cluster survey (MICS);
13. Assess gaps in data systems including TransMonee and CRING;
14. Updates of the Situation Analysis of Children and Women, focusing on disparities and equity;
15. Others as requested by the office.

III. Timeframe and duration of the assignment

It is expected that the assignment will take place in the period January-December 2014 for a maximum of 50 days.

IV. Required education, experience and competencies

The successful candidate is expected to have the following competencies:

- University degree in statistic, sociology, social science or another related area;
- Professional technical knowledge/expertise in demography, statistics, and data management;
- Excellent understanding of the Bulgarian data gathering systems, state policies and strategic documents related to child rights;
- Good communication and planning skills, ability to focus on essential information;
- Respect for cultural diversity and human rights;
- Excellent command of English;
- Knowledge of UNICEF policies is an advantage.

Supervision arrangements, monitoring and evaluation

The selected consultant will work under the direct supervision of the Child Rights Monitoring Specialist and Child protection specialist.