

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	UNFPA ASRO/ Hub
Purpose of the consultancy	<p>Background and Rationale</p> <p>For the past three years, UNFPA has received support from major donors to address the sexual and reproductive health (SRH) needs of Syrian Refugees, IDPs and their host communities, as well as to prevent and respond to gender based violence in the Whole of Syria, Jordan, Lebanon, Iraq and Turkey.</p> <p>UNFPA is conducting a regional assessments to understand the impact that UNFPA's sexual and reproductive health, Gender based violence and youth programmes have had on the wellbeing of women, girls, boys and men. This assessment will cover programmes in Syria, Iraq, Turkey, Jordan and Lebanon</p> <p>The findings are intended to inform UNFPA programmes with the overall aim of enhancing the services that UNFPA provides. These findings will also be considered when designing new programmes.</p> <p>The purpose of the consultancy is to lead the data cleaning, entry, analysis and reporting aspects of the impact assessment in order to enhance quality and ensure timeliness of the overall activity.</p>
Scope of work for consultancy : (Description of services and activities)	<p>A consultant will be hired to specifically:</p> <p>To conduct data cleaning, processing, coding and analysis for both quantitative and qualitative data from all 5 countries.</p> <p>Specifically:</p> <ul style="list-style-type: none"> - Conduct data screening of translated raw data - Prepare coding tree in collaboration with UNFPA counterparts - Input FGD data into data entry tool (MAXQDA) - Analyse data across the region and for each country using quantitative and qualitative data - Prepare the reports of analysis per grant (3) with sub-sections for each relevant CO or operation. The format of the outline will be shared by UNFPA. - Provide any additional inputs for enhancing quality of the overall assessment - Conduct a debriefing of the findings when required
Expected Deliverables	<ol style="list-style-type: none"> 1. Inception Meeting: Briefing the consultant on the scope, background, objectives deliverables and deadlines of the assessment as well as the suggested methodologies and tools for analysis. To be conducted by the Humanitarian Data Specialist and M&E specialist, with the consultant on the 16th December, either in person or via video-conference. [1 day] 2. Final Inception Report with Schedule of Work: the consultant will prepare a report outlining the final and detailed methodologies to be used for coding, analysis and presentation of data with a corresponding schedule of work. This is to be based on documents and briefing provided during the inception meeting. To be delivered as word document, by December 17th. [1 day] 3. Coding Tree: Agreed Coding Tree for MAXQDA (for qualitative data collected through FGDs and KIIs) and Excel (quantitative data collected through client feedback forms) to be finalised by 18th of December as an excel workbook, by the consultant. [1 day] 4. Processed Data: All FGD's and KII's data is coded and entered into MAXQDA by the consultant by January 31st. To be delivered as 1 MAXQDA file with qualitative data per CO and / or Operation and per project (Sida, Canada and DFID). [27 days] 5. Data Analysis: Initial analysis is finalised and presented by the consultant as 3 narrative reports (Canada, Sida and DFID) with high quality charts, tables and info-graphics by 21st February. [15 days] 6. Report: Final draft report (integrating quantitative and qualitative findings), incorporating UNFPA's comments on the initial report of analysis to be submitted by the

	consultant on 28 th February. [5 days] 7. De-Briefing: Final de-briefing presentation outlining the key findings from analysis, as well as the successes, challenges and lessons learned from the activity. To be conducted by the consultant, for UNFPA counterparts, as power-point presentation on March 3 rd . [1 day]
Duration and working schedule:	The consultant will be hired from the 16 th of December to March 31st 2019 for 51 days of work
Place where services are to be delivered	The consultancy will be based at the UNFPA Syria crisis office, in Amman with the possibility of being home-based.
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.)	<ul style="list-style-type: none"> - Final Inception report & Schedule of Work delivered electronically as Microsoft word doc by December 17th. - Coding tree finalised in excel and delivered electronically by December 18th. - All FGD and KII data entry finalised with corresponding electronic file of codes delivered for qualitative data in MAXQDA, by January 31st as MAXQDA files. - 3 draft reports of data analysis delivered as Microsoft Word doc by February 21st. - 1 final report of data analysis delivered as Microsoft Word doc by February 28th - 1 final power-point presentation delivered by 3rd of March <p>A regular schedule of meetings will be established to check on progress to the above.</p>
Monitoring progress and control, including reporting requirements, periodicity format and deadline:	Regular communication with the Regional Syria Crisis Response Hub will be maintained throughout the contract duration primarily through face-to-face and remote (Skype/Blue Jeans) meetings as well as electronic means (emails) to discuss and report progress against objectives.
Supervisory arrangements:	Jennifer Miquel Head of the Regional Syria response hub with day to day contact with the Regional Humanitarian Data Specialist and Regional M&E Specialist.
Expected travel:	N/A
Required expertise, qualifications and competencies, including language requirements:	<ol style="list-style-type: none"> 1) Advanced Degree in social science, health and related fields 2) Minimum 5 years' experience in the fields of gender based violence and reproductive health 3) Excellent written and spoken English 4) Experience knowledge in qualitative research is required 5) Experience in report writing required 6) Excellent command of Microsoft Excel, Word and PowerPoint 7) Experience with MAXQDA and /or other qualitative analysis software 8) Knowledge of the Regional Syria crisis an advantage
Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	<p>UNFPA will provide the consultant with:</p> <ul style="list-style-type: none"> • Assessment framework including methodologies for analysis • Timelines for implementation and desired outline for the final report • Draft coding tree • Translated raw qualitative data ready for input • Processed quantitative data outputs (translated, cleaned, coded and analysed) • Reference materials such as previous impact assessment reports, quarterly assessment data, concept notes, proposals etc. • MAXQDA software and laptop.
Other relevant information or special conditions, if any:	N/A
Signature of Requesting Officer in Hiring Office: Date:	