

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

TERMS OF REFERENCE FOR POPULATION AND DATA NATIONAL CONSULTANT	
Hiring Office:	UNFPA Mozambique Country Office, Cabo Delgado sub-office
Purpose of consultancy:	<p>This consultancy will contribute to the successful implementation of the Canada-funded project “<i>Building Tomorrow Today</i>”, which aims to strengthen gender-based violence prevention, response, and mitigation interventions in Cabo Delgado Province, applying a humanitarian-development-peace Nexus approach and with a focus on particularly vulnerable groups by reaching the furthest behind first and leaving no one behind.</p> <p>The ‘triple nexus’ refers to the interlinkages between humanitarian, development and peace action and actors. The triple nexus approach has caused a shift towards linking life-saving interventions with longer-term action and a strengthened focus in crisis areas on preparedness, resilience, addressing root causes, strengthening of local capacities and ownership, conflict sensitivity and contributions to sustaining peace, while addressing humanitarian needs in line with humanitarian principles</p> <p>The project aims to bridge the humanitarian-development-peace nexus divide by ensuring that humanitarian assistance for women, girls and youth is delivered in the context of building resilience and broader sustainable development priorities. The project will support national, sub-national, and inter-agency measures to strengthen gender-based violence (GBV) prevention, response, and mitigation intervention by strengthening multi-sectoral GBV response services, coordination of risk mitigation GBV interventions, and evidence base and data systems for the recovery and development of integrated GBV services and gender-sensitive protection systems.</p> <p>The focus will be placed on reaching particularly vulnerable groups with GBV services and referrals, including women and girls with disabilities and albinism, applying the UN approach of reaching the furthest behind first and leaving no one behind.</p> <p>The project will be implemented in Cabo Delgado Province, taking into consideration the current crisis and development needs. Interventions at district</p>

	<p>levels and will be designed to provide evidence for replication and adoption at the sub-national level.</p> <p>The deliverables produced as part of this consultancy will respond to Objective 3 of the project “Strengthen evidence base and data systems for the recovery and development of integrated GBV services and gender-sensitive protection systems”, and more specifically to Activity 3.1 “Conduct evidence review of Humanitarian-Peace-Development nexus in Cabo Delgado”</p>
<p>Scope of work:</p> <p><i>(Description of services, activities, or outputs)</i></p>	<p>Part One: Addressing Data Gaps in Northern Mozambique</p> <p>The consultant will lead the implementation of a plan designed to fill in gaps in available data</p> <ul style="list-style-type: none"> 1. Prepare an inception report with an analytical framework to undertake this evidence review. Conduct review of available data in Government and/or partners published reports, databases and other official sources and: <ul style="list-style-type: none"> -Identify key indicators to be utilized in the programme. - Collate data for the identified indicators from the available data. -conduct data triangulation from various sources to identify inconsistencies, recommend and apply correction methods to be used to clear the inconsistency. - Identify indicators with missing data. - Develop a plan to generate missing data for the indicators 3. Conduct analysis to generate data that can be obtained from available secondary data. 4. Conduct data collection from partners for indicators whose data cannot be obtained from existing data. 5. Conduct analysis of the obtained data and generate displacement-adjusted age and sex-disaggregated population estimates for Cabo Delgado Province. 6. Plan and facilitate sessions with partners to validate the final data set. <p>Deliverables of PART 1</p> <ul style="list-style-type: none"> 1. A report (max 5 pages) summarizing the overall data landscape and findings on the review of existing data. 2. A report on the final analysis of the data with new population displacement-adjusted age and sex-disaggregated estimates. The report should also show the methodology used in any data analysis done. The report should be of max 20-25 pages including a 1-2 pages’ executive summary.

3. A matrix of identified indicators showing, indicator definition, computation method, type of data available, source of data, frequency of collection, disaggregation level, level of data collection (district or province or village).
4. Worksheet of data in MS. Excel for all indicators identified
5. Data validation workshop report.
6. Plan future collection of the data of the indicators

Part TWO: Creation of a database of humanitarian, development peace (Nexus) indicators and recommendations;

The consultant will work with the Cabo Delgado team to produce a document that will act as a repository of all of the Nexus indicators, and that are related to the UNFPA mandate, particularly to Gender and GBV. The aim of this consultancy is to contribute to UNFPA's standardisation of data collection methods at the national and provincial levels. Specifically, the consultant will:

1. Design the database structure conforming with the thematic areas presented by the data and as agreed with the programme personnel. The database design should have the following elements among other that must be discussed and approved by the programme personnel
 - a. Data entry interface either for manual entry or upload from other softwares.
 - b. Output interphase. The database should be able to produce at least the following outputs: automated reports, Tables, Graphs, Maps and any other outputs that will be agreed with the programme personnel.
 - c. Download of datasets
 - d. Export to other statistical softwares such as SPSS, STATA, Excel etc.;
2. The relational database management system used should in MySQL, MS Access or PostgreSQL;
3. Development of a web based database
4. Develop the database structure based on the agreed design.
5. Format the dataset to conform with the database structure and upload the datasets into the database.
6. Conduct testing of the database.
7. Validation and launch the database
8. Conduct training for the users of the database

Deliverables

	<p>1. Operational database 2. Training manual for database users 3. A consultancy report 4. Database support for a period agreed with the programme personnel.</p> <p>The report developed by the consultant will include:</p> <p>-A list of recommendations and a roadmap to plan the collection of missing indicators.</p> <p>Production of one report containing a full dataset:</p> <ul style="list-style-type: none"> - The database structure and data entry methods and points that best suit UNFPA staff and partners - Repository with all available context-specific indicators, - Identified gaps in line with our Nexus programmes, - Plan of action to collect those indicators.
PART THREE:	Establishment of a system of community score cards to evaluate GBV services
Using the report produced in part 1 of this consultancy and other programme reports and through consultation with UNFPA staff and key partners (DPS, DPGCAS, Police). The consultant will:	<ol style="list-style-type: none"> 1. -Identify the primary programme services and issues within SRH and GBV services I identify key indicators based on prioritized services and issues that will be used to monitor the programme 2. Develop a scoring matrix using the indicators 3. Develop a community score card that will be regularly updated 4. Conduct a test run with community members and validate the score card.
Duration and working schedule:	Total of 45 working days between August -September 2022
Place where services are to be delivered:	Remote, with the need to travel to Pemba for data collection activity
Delivery dates and how work will be delivered (e.g. electronic, hard	All outputs will be delivered by e-mail in soft copy according to tentative deadlines established at the beginning of the consultancy. The consultant will be required to submit work plan and deadlines in the inception report

copy etc.):													
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	<p>The consultant will have an inception call with the team and the supervisor to plan the work.</p> <p>The consultant will be asked to provide regular updates of the progress through weekly meetings with the M&E and the P&D specialist.</p> <table border="1"> <thead> <tr> <th>Products</th><th>Submission</th><th>Review and approvals</th></tr> </thead> <tbody> <tr> <td>Submission of the Inception Report: Inception report to describe methodology that will be used <i>(15% corresponding salary payment)</i></td><td>5 days</td><td>Technical Feedback from the Pemba Technical team Work in close collaboration with national consultant</td></tr> <tr> <td>Submission of the Draft report: <i>(25 % corresponding salary payment)</i></td><td>35 days</td><td>Technical Feedback from the Pemba Technical team Continuous collaboration with national consultant to achieve this deliverable</td></tr> <tr> <td>Incorporate Technical team feedback, submission and approval of the Final report: <i>(60% corresponding salary payment)</i></td><td>5 days</td><td>Technical Feedback from the Pemba Technical team,</td></tr> </tbody> </table>	Products	Submission	Review and approvals	Submission of the Inception Report: Inception report to describe methodology that will be used <i>(15% corresponding salary payment)</i>	5 days	Technical Feedback from the Pemba Technical team Work in close collaboration with national consultant	Submission of the Draft report: <i>(25 % corresponding salary payment)</i>	35 days	Technical Feedback from the Pemba Technical team Continuous collaboration with national consultant to achieve this deliverable	Incorporate Technical team feedback, submission and approval of the Final report: <i>(60% corresponding salary payment)</i>	5 days	Technical Feedback from the Pemba Technical team,
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Supervisory arrangements:	The consultant will directly report to the M&E Specialist based in Pemba, however the work will be closely connected with the Population and Development team.												
Equipment provided, if applicable:	The consultant will work with their IT equipment.												
Required expertise, qualifications and competencies, Education including language requirements:	<ol style="list-style-type: none"> 1. Master's degree (or a bachelor degree with 2 post graduate relevant experience in lieu of master's degree) in either of the following fields: Population Studies/demography, statistics, Monitoring and Evaluation, Public health, epidemiology, GIS, statistics, gender and development or any other similar field. 2. At least 7 years of work experience in research, data analysis, monitoring and evaluation, in health, GBV, Gender, youth, humanitarian or population programmes. 3. Experience in web based database development (MySQL, MS Access, PostgreSQL); 4. Experience on using Java, PHP to design data enter form 5. Experience on using QGIS to develop GIS maps <p>Experience on SPSS, STATA, Excel</p>												

	<ul style="list-style-type: none"> 6. Working experience in working with the Mozambique government or programme. 7. Good analytical skills 8. Good communication skills. Fluent in both Portuguese and English (written and spoken) is required. 9. Good interpersonal skills;
Equipment provided, if applicable:	The consultant will work with their own material and should present detailed fees including eventual material needed for data collection.
Other relevant information or special conditions, if any:	The consultancy rate applicable will be pegged to UNFPA consultancy rates.