

## TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

Title	Funding Code	Type of engagement	Duty Station:
Qualitative data collectors for "Teachers for All (T4A): Improving Equity in Teacher Allocation across Zambia"	<b>SC 229904</b>	Consultant <input type="checkbox"/> Individual Contractor Part-Time <input checked="" type="checkbox"/> Individual Contractor Full-Time	Lusaka and two provinces in Zambia
<p><b>Purpose of Activity/Assignment:</b></p> <p>To conduct a study to explore how the allocation of teachers at primary school level may be optimized to improve equity in learning outcomes for primary school level students at national and subnational levels in Zambia.</p> <p>For this task, services of <b>two individual consultants</b> will be contracted for a <b>total of 40 working days (each)</b> over a period of <b>four months</b> to work with UNICEF Zambia, and UNICEF Innocenti - Global Office of Research and Foresight to aid the preparation and implementation of fieldwork and the management of data.</p>			
<p><b>Scope of Work:</b></p> <p>UNICEF Innocenti – Global Office of Research and Foresight, UNICEF Zambia, and Ministry of Education in Zambia are conducting a study to explore how the allocation of teachers at primary school level may be optimized to improve equity in learning outcomes. The focus of the study is to unpack opportunities, policy gaps, and bottlenecks in the availability and equity of teachers, both across and within schools, and its impact on student learning outcomes.</p> <p>Building on insights from the study's quantitative analysis, as part of phase 3 of the study and considering the recent mass teacher recruitment in Zambia, the research team plans to conduct qualitative case studies on specified districts to delve into the context around teacher allocation decisions at national, provincial and district level.</p> <p>To meet the objectives of this project, UNICEF is seeking to contract two qualitative methods researchers to undertake data collection and fieldwork that will be based in Lusaka and in several districts in Zambia. The consultants will be involved in the preparation, field work, and post-fieldwork activities, contributing to the evidence base on the effects of teacher allocation policies on student learning outcomes. UNICEF and partners expect the data collection to directly feed into the analysis of effects, usability, and policy improvement in Zambia.</p> <p>The consultants will attend an inception meeting where the sample design will be agreed upon, followed by a training workshop (TBD online or in-person). UNICEF will assume responsibility for:</p> <ul style="list-style-type: none"> <li>● Providing the research protocols including protection protocol and data collection instruments.</li> <li>● Developing a detailed fieldwork plan according to the objectives of the study and the final sample selected. This will be risk-informed (including risks and security issues) and delivered at least one week in advance of the planned field work.</li> <li>● Training the consultants in advance of data collection tailored to the needs of the study.</li> </ul> <p>The contracted consultants will work under the supervision of UNICEF experts and provide a package of support to the research project which includes the following:</p> <ol style="list-style-type: none"> <li>1. <b>Attending the training</b> provided by UNICEF researchers. The training is intended to introduce the consultants into the specifics of data collection tailored to this project. It will include modelling instrument administration, and in-depth discussions of ethical considerations and protocols.             <ol style="list-style-type: none"> <li>a. <b>Preparation work prior to fieldwork.</b> It includes reviewing and providing feedback on data collection instruments that will be provided by UNICEF experts. The instruments will collect data from representatives at central, provincial, district and/or school-level. The following instruments are envisaged for data collection:                 <ul style="list-style-type: none"> <li>● <b>Interview guides</b></li> </ul> </li> </ol> </li> </ol>			

- **Focus Group Discussion (FGD) guides**
- **Others** as provided

- 2. Develop a fieldwork plan.** This should be risk-informed (including risks and security issues) and delivered at least one week in advance of the planned fieldwork. The plan should describe in detail how the consultants will manage the fieldwork based on the selected sample, respondent groups and associated research instruments. The plan should have a separate section that discusses potential risks and considerations of the data collection in the context of Zambia (cultural and normative aspects of working and approaching the respondents, administrative hurdles, language barriers, etc.). It should also consider the clearance processes required by national and subnational authorities, where applicable. Ethical considerations in relation to working with children, adolescents as well as adults should be discussed, identifying potential risks and vulnerabilities, and ways to mitigate them.
- 3. Pilot data collection instruments and undertake qualitative data collection, based on the pre-agreed sample,** ensuring timely completion of interviews and FGDs, and completion of documentation related to these data. The preliminary sampling envisages discussions with representatives from Ministry of Education and relevant national government agencies, as well as with representatives from Provincial Education Offices, District Education Offices, and headteachers and/or teachers.
- 4. Quality assurance and addressing data quality issues identified by the team of researchers and delivery of transcribed and recorded interviews and FGDs.** Final data is provided in English.
- 5. Code the FGD and interview transcripts.** For each question in transcribed files, note main ideas and identify ideas that occur multiple times, including those that occur across multiple questions and across FGDs and interviews. Perform critical thinking about these recurring ideas to identify themes. Identify connections between themes and include text extracts to support them.
- 6. Delivery of one summary report of maximum 20 pages** on main findings. This report should be provided in English.

**Reporting requirements:**

The selected consultants will work closely with experts from the UNICEF Zambia Country Office, and the UNICEF Innocenti office. For all contractual issues (including payments) and the day-to-day activities, the consultants will liaise with the UNICEF Zambia Country Office.

For technical issues related to protocols, instruments, ethics, deliverables, field work, data collection, post-data collection management, the consultants will liaise with both UNICEF Zambia and the UNICEF Innocenti. All deliverables must be approved by both UNICEF Zambia and the UNICEF Innocenti to be considered final.

**Child Safeguarding**

Is this project/assignment considered as "[Elevated Risk Role](#)" from a child safeguarding perspective?

YES  NO If YES, check all that apply:

**Direct contact role**  YES  NO

If yes, please indicate the number of hours/months of direct interpersonal contact with children, or work in their immediately physical proximity, with limited supervision by a more senior member of personnel:

**Child data role**  YES  NO

If yes, please indicate the number of hours/months of manipulating or transmitting personal-identifiable information of children (name, national ID, location data, photos)

More information is available in the [Child Safeguarding SharePoint](#) and [Child Safeguarding FAQs and Updates](#)

<b>Budget Year:</b> 2022/2023	<b>Requesting Section/Issuing Office:</b>  Education Section	<b>Reasons why consultancy cannot be done by staff:</b> Assignment will involve a lot of travel and dedicated time to this study, which a regular education staff member will not have the time for	
<b>Included in Annual/Rolling Workplan:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please justify: This is included in the 2022 HR workplan			
<b>Consultant sourcing:</b>  <input checked="" type="checkbox"/> National <input type="checkbox"/> International <input type="checkbox"/> Both		<b>Request for:</b>  <input checked="" type="checkbox"/> New SSA –Individual Contract <input type="checkbox"/> Extension/ Amendment	
<b>Consultant selection method:</b>  <input checked="" type="checkbox"/> Competitive Selection (Roster) <input type="checkbox"/> Competitive Selection (Advertisement/Desk Review/Interview)			
<b>If Extension, Justification for extension: Not Applicable</b>			
<b>Supervisor</b> Luonde Cholwe	<b>Start date:</b> 23 Jan 2023	<b>End date:</b> 31 Mar 23	<b>Number of Working Days:</b> 40

<b>Work Assignment Overview</b>			
<b>Tasks/Milestone:</b>	<b>Deliverables/Outputs:</b>	<b>Timeline</b>	<b>Estimate Budget</b>
Activities #1 - 4: Attending UNICEF training and reviewing; translating instruments; develop fieldwork plan; pilot and revise tools	<ol style="list-style-type: none"> <li>1. Take UNICEF training</li> <li>2. Provide feedback on data collection instruments and translate in local languages (as needed)</li> <li>3. Develop a written fieldwork plan (English)</li> <li>4. Revise tools based on pilot results</li> </ol>	6 days; 15/03/2023	15%
Activity #5 and 6: Undertaking qualitative data collection; providing quality assurance: addressing data quality and collection issues identified by the team and delivering transcribed and recorded interviews and FGDs.	<p>uct 30 interviews and/or FGDs with us stakeholders</p> <p>de transcriptions in English (If ed, time to be added for lation in local language)</p>	22 days; 28/04/2023	55%
Activity #7: Coding of interviews and FGDs	Delivery of coding of interviews and FGDs (English)	5 days; 31/05/2023	12.5%
Activity #8: Writing a summary report	One summary report (20 pages maximum, English)	7 days; 30/06/2023	17.5%
<b>Estimated Consultancy fee</b>			
Travel International (if applicable)	Not Applicable		
Travel Local (please include travel plan). Applicants for the consultancy should provide all-inclusive budget proposals, which include the estimated costs of travelling to 2 provinces. Consultant should prepare a budget that would include travel to two districts in 2 provinces. Selection of districts should consider various aspects such as urban and rural, proximity between districts and accessibility given the season of the consultancy.	Travel to max 2 provinces (TBD) to conduct interviews with province/district level stakeholders		
DSA (if applicable)			
<b>Total estimated consultancy costs<sup>i</sup></b>			

<p><b>Minimum Qualifications required:</b>  <input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other</p> <p><b>Enter Disciplines</b>          Education, Social Sciences, Public Policy, International Relations, Political Science, or other relevant disciplines with strong research focus.</p>	<p><b>Knowledge/Expertise/Skills required:</b>          The consultants must possess the following qualifications:</p> <ul style="list-style-type: none"> <li>• Advanced University degree in Social Sciences, Education, Psychology, Public Policy, International Relations, Political Science, or other relevant disciplines with strong research focus.</li> <li>• Minimum number of 5 years of work experience in qualitative research.</li> <li>• Proven experience in undertaking qualitative data collection. Strong understanding of various data collection methodologies, such as interviews, focus groups, and open-ended surveys.</li> <li>• Fluency and excellent language skills in English and Zambian local languages are mandatory.</li> <li>• Knowledge of the Zambia country context (including its policy making process and bureaucracy) and major education issues will be considered an asset.</li> <li>• Experience in interview transcription.</li> <li>• Direct research with children/students will not occur in this study Must be available to work on project deliverables for the duration of this project.</li> </ul>
<p><b>Administrative details:</b>          Visa assistance required: <input type="checkbox"/>          Transportation arranged by the office: <input type="checkbox"/></p>	<p style="text-align: right;"><input checked="" type="checkbox"/> Home Based <input type="checkbox"/> Office</p> <p>Based:          If office based, seating arrangement identified: <input type="checkbox"/>          IT and Communication equipment required: <input type="checkbox"/></p>

i Costs indicated are estimated. Final rate shall follow the “best value for money” principle, i.e., achieving the desired outcome at the lowest possible fee. Consultants will be asked to stipulate all-inclusive fees, including lump sum travel and subsistence costs, as applicable.

Payment of professional fees will be based on submission of agreed deliverables. UNICEF reserves the right to withhold payment in case the deliverables submitted are not up to the required standard or in case of delays in submitting the deliverables on the part of the consultant

**Text to be added to all TORs:**

Individuals engaged under a consultancy or individual contract will not be considered “staff members” under the Staff Regulations and Rules of the United Nations and UNICEF’s policies and procedures and will not be entitled to benefits provided therein (such as leave entitlements and medical insurance coverage). Their conditions of service will be governed by their contract and the General Conditions of Contracts for the Services of Consultants and Individual Contractors. Consultants and individual contractors are responsible for determining their tax liabilities and for the payment of any taxes and/or duties, in accordance with local or other applicable laws.

