

TERMS OF REFERENCE FOR SERVICE CONTRACTING

Assignment	Developing a Report on the “Socio-economic impacts of COVID—19 pandemic on children in the Middle East and North Africa”
Location	Home-based
Duration	4 months
Estimate number of working days	60 days
Reporting to	Regional Advisor Monitoring Child Rights

1. BACKGROUND

The Middle East and North Africa (MENA) is home to over 180 million children, many of whom have been severely impacted by the socio-economic consequences of COVID-19 over the last two years since the onset of the pandemic. The pandemic has exacerbated existing vulnerabilities and inequalities in the region and compounded the effects of ongoing crises ranging from protected conflicts to more recent political and economic instability.

There is growing but scattered evidence documenting the wide range of socio-economic impacts of the pandemic on children and their families in the region, and how these affect their physical safety and their mental health, their access to basic social services and their basic social interactions. Efforts to limit the spread of COVID-19, including school closures, have also had a disproportionate impact on children, not only for their learning but also on their capacity to access other basic services, to receive adequate nutrition and care, affecting their relation and socialization, exposing them to growing tension within the family, with potential long-term consequences for an entire generation. The economic impact of the COVID-19 – despite the recent recovery – has been profound, with simulation studies suggesting substantial increases in poverty in the region, and detrimental effects on adolescents and youth during the learning to work transition.

This study aims to analyze and synthesize the available evidence on the impact of COVID-19 on children in the region, drawing on a range of data collection activities (e.g. phone surveys, administrative data) and analytical work (e.g. simulation studies) produced by national entities, international organizations and academia in the last 2 years (2020 and 2021). The consultancy will compile a database of the existing evidence and develop a synthesis report to provide an overview of key impacts on children and the policy and programmatic recommendations stemming from these studies.

2. OBJECTIVE AND TARGETS

The primary objective of this consultancy is to produce an authoritative report on the socio-economic impacts of the COVID-19 pandemic on children in the Middle East and North Africa (MENA), reflecting on the evidence available following two years of the pandemic. The report will give visibility to the situation of children in the region since the onset of COVID-19 crisis, on aspects that are often invisible in national and international debates on the impact of the pandemic but are crucial for the development of the different countries and their progress towards the SDGs. A secondary objective is to compile a database of studies and data collection activities, to identify good data collection and analytical practices, key gaps in the available evidence and summarize policy and programmatic recommendations.

This analytical initiative aims to collate, review and analyze in a coherent framework the evidence on the impacts of COVID19, including the reports of UNICEF country offices, different evidence generation activities (including phone surveys), and relevant evidence derived from other sources (regional and national reports, research studies/analysis etc.). The analysis will be organized by sector, including health care and nutrition, mental health and psychosocial support, education, child protection, social protection and poverty, etc. and include – to the extent possible – specific analysis by age groups (early childhood, primary education ages, adolescents), by gender and by geographical location (sub-regions within MENA).

The report is expected to summarise existing evidence on impacts and potential impacts of COVID-19 on children in MENA, and inform national policies and programmes, reaching the most vulnerable and those at risk of being left behind, especially due to the socio-economic impacts of the pandemic. It will provide evidence for different policy and development actors, including governments and civil society organizations, to inform their action.

3. SCOPE OF THE WORK (WORK ASSIGNMENT)

The analysis will comprise a desk review of existing documentation and evidence on the impact of COVID-19 on children in MENA, including household surveys, phone surveys, admin data, and simulation studies. No primary data collection is envisaged.

Stages of the Synthesis Report:

- Inception phase (initial desk review, development of the conceptual framework, methodology and the analytical plan, proposal of a timeline)
- Desk review of existing reports on children (completed reports or drafts) and other data sources (survey reports, analytical reports, articles), focusing on socio-economic impacts of COVID-19 on outcomes (child rights and child-related SDGs), for countries in MENA and – where possible – an aggregate for the whole region or for selected sub-regions (i.e. Gulf Cooperation Countries, Mashreq, Maghreb, Arab Least Developed Countries).
- Compile an Excel-based database of data collection activities and studies documenting the socio-economic impact of COVID-19 on children in MENA

- Reporting: development of the draft reports, the final report and the presentation with the key results/messages.

4. EXPECTED DELIVERABLES

- 1 – Inception report (max 15 pages), outlining the methodology for the assignment including proposed table of contents and database structure
- 2 – Draft Reports of the different chapters of the Synthesis report
- 3 – Database of data collection activities and studies
- 4 – Final Report (max 50 pages, inclusive of an executive summary with the key messages)
- 5 – PowerPoint Presentation

5. REALISTIC DELIVERY DATES AND DETAILS ON HOW THE WORK MUST BE DELIVERED

Inception report	30 th May 2022
Draft Report & Database	15 th July 2022
Final Report & Presentation:	30 th September 2022

6. PAYMENT SCHEDULE

- 20% upon approval of the inception report
- 50% upon approval of the draft reports & database
- 30% upon approval of the final report & presentation

7. OFFICIAL TRAVEL INVOLVED

Home-based, not applicable.

8. DESIRED QUALIFICATIONS, SPECIALIZED KNOWLEDGE OR EXPERIENCE

A. Company

Consultancy firm / think tank / research NGO / consortium of consultants, with experience on socio-economic analysis and analysis on childhood issues (possibly including preparation of Situation Analyses). Experience in quantitative and qualitative data collection on children.

Solid knowledge and experience in analysis of the Middle East context and the impacts of COVID-19 on children.

B. Team composition

Senior expert (Team leader and writer)

Mid-level expert(s)

Required background and expertise of the team members:

- At least a Master degree in one of the social sciences
- The team academic and professional background will include expertise and experience on qualitative and quantitative analysis, and on child and adolescent issues
- Strong analytical skills (reference to previous work or institutions)
- Excellent knowledge of statistics, social services system, development issues
- At least 15 years of experience in development of analytical reports and policy documents related to children and adolescents (for the Team leader)
- Knowledge of human rights-based approach to programming and analysis
- Knowledge and work experience in the Middle East
- Knowledge of socio-economic impacts of COVID-19 on children
- Fluency in English (for all team members) and Arabic (for at least one team member)
- Excellent writing skills

9. CONTRACT MANAGEMENT

The contract will be administratively managed by the UNICEF MENA Regional Office, Programme and Planning section.

10. PERFORMANCE INDICATORS FOR EVALUATION OF RESULTS

All reports (inception report, drafts, and final report) will be technically reviewed by the UNICEF Regional Office.

11. FREQUENCY OF PERFORMANCE REVIEWS

The performance review is linked to the schedule of the deliverables, outlined at point 5.

12. CALL FOR PROPOSALS

The interested institutional candidates should submit their proposals for the assignment, based on the information contained in these TOR. In particular, the candidates should elaborate and specify the methodology they intend to follow to complete the assignment, include a workplan and a timeline, describe the team and the (times) allocation of team members to different tasks and the budget required.

A two-stage procedure shall be utilized in assessing the proposals, with assessment of the technical proposal being completed prior to any price proposal being compared. Applications shall therefore contain the following required documentation:

A. Technical proposal

Applicants shall prepare a proposal as an overall response to ToR ensuring that the purpose, objectives, and deliverables of the assignments are addressed. All proposals to include (but not limited to):

- A technical proposal that includes a brief cover letter and understanding of the assignment is required.
- Based on the proposed timetable laid down in the TOR, a proposal of the detailed methodology, tentative work plan and time schedule is required.
- Updated profiles/ CVs of the team members listing similar experiences/assignments and highlighting those focused-on adolescents/youth budgeting, youth engagement and participation.
- Quality assurance mechanism and risk mitigation measures put in place
- Example of similar projects done and at least two references from a previous vendor

B. Financial Offer

- A financial proposal with a breakdown of all costs that are to be charged to UNICEF and based on deliverables. This includes estimated number of working days, consultancy fees, all office administrative costs, international and local travel costs, as well as any additional requirements needed to complete project or that might have an impact on cost or delivery of products. Travel expenses should be based on the most direct route and economy fare. Quotations for business class fare will not be considered.

The Financial Proposal shall be submitted in a separate file, clearly named Financial Proposal. No financial information should be contained in the Technical Proposal.

C. Timetable (Schedule)

This section should include a proposed time/delivery schedule. An action plan specifying the timeframe with various milestones and activities should be included under this section.

In addition, the institution should consider the following in the submission:

A. Company profile (Company structure, team composition, organogram...etc.)

B. A complete copy latest audited financial statements with comparative figures for the two most recent years; preferably signed by Company's accounting firm/certified external auditor.

The financial statements are to include, but not limited to, the following:

-The Balance Sheet (mandatory)

-The Income Statement/Profit and Loss Statement (mandatory)

-Statement of cash flows

C. Company registration

13. UNICEF RECOURSE IN CASE OF UNSATISFACTORY PERFORMANCE

UNICEF reserves the right to withhold payment on each individual and consolidated output until the consultant provide satisfactory quality output as reviewed by the project supervisor. In case of unsatisfactory performance, misconduct, unacceptable quality, the payment will be withheld until quality deliverables are submitted and subsequently, the contract will be terminated, or contractual penalties shall apply in accordance with the General terms and conditions stated in the tender document if the contractor fails to deliver.

14. REQUEST FOR PROPOSAL EVALUATION AND WEIGHTING CRITERIA

__70__% technical

__30__% financial

100% total

Submitted proposals will be assessed using Cumulative Analysis Method. All request for proposal will be weighed according to the technical (70 points) and financial considerations (30 points). Financial proposals will be opened only for those application that attained 70% or above on the technical part. Below are the criteria and points for technical and financial proposals.

A. Technical Proposal

1) Overall Response (10 points)

- General adherence to Terms of Reference and tender requirements (5)

- Elaborated and articulated understanding of scope, objectives and overall assignment requirements (5)

2) Company and Key Personnel (30 points)

- Team member(s) meet academic requirements (10)

- Company has previously conducted similar work [provide samples] (5)

- Quality assurance mechanism and risk mitigation measures (5)

- Names and CVs of team members entailing their specific academic, professional backgrounds and roles in the assignment for UNICEF review and approval. The Contractor should make a commitment to this effect, in order to avoid possible changes in the team members' composition after the start of the assignment(10)

3) Proposed methodology and approach (30 points)

- Methodology is innovative, clear and realistic (10)
- Deliverables are addressed as per TOR (10)
- Proposed timelines are met (10)

Minimum technical score: 70% of 70 points = 49 points

B. Financial Offer

A separate Financial Offer detailing all activity expenses and logistics should be submitted under this section. The financial offer (this section) should be submitted on a separate page from the Technical Capability and Schedule information. Only those financial proposals will be opened which have been technically accepted according to the above criteria. Financial proposal will be weighted based on the clarity and appropriateness.

Total Financial 30 points

The Contract shall be awarded to a bidder obtaining the highest combined technical and financial scores. Proposals not complying with the terms and conditions contained in this ToR, including the provision of all required information, may result in the Proposal being deemed non-responsive and therefore not considered further.

15. CONDITIONS

- The **contractor** will work on its own computer(s) and use its own office resources and materials in the execution of this assignment. **The contractor's fee shall be inclusive of all office administrative costs**
- Please also see UNICEF's Standard Terms and Conditions attached.