

TERMS OF REFERENCE

MICS-EMIS Data Analyst Consultant

CONTRACT MODALITY Individual Consultancy

DUTY STATION Florence, Italy (remote)

DURATION OF CONTRACT 8.5 months

Purpose of Assignment

The UNICEF Data & Analytics (D&A) Education team supports countries in making better use of the education data they already hold. Education Management Information Systems (EMIS) record who is enrolled, where and in which grade, while household surveys such as the Multiple Indicator Cluster Surveys (MICS) capture which children are out of school, how they progress through the system and whether they are learning. Used separately, each source gives only a partial picture of education system performance.

Under the MICS-EMIS project, UNICEF is working with Nepal, Belize and Guatemala to link administrative and household survey data, so that countries can see where enrolment, progression and learning diverge and why. Doing so requires acquiring and cleaning administrative datasets that vary in structure and quality across countries, standardising them so they can be integrated with MICS, and presenting the results in a form that national counterparts can use and update. The purpose of this assignment is to prepare and analyse these data for the three countries and to make the approach reproducible, so it can be applied in other countries.

Scope of Work

The overarching aim of this consultancy is to support the preparation and analysis of education administrative data, with a particular focus on linking administrative sources to household survey data for deeper insight into education system performance. The consultant will work closely with the Technical Working Group and country teams to acquire and clean administrative datasets, build workflows to standardize and integrate EMIS data, and develop reproducible scripts using R.

As part of this assignment, the consultant will work on the MICS-EMIS project supporting Nepal, Belize, Guatemala, preparing dashboards for each country and supporting workshops where relevant. The consultant will work with EMIS data and MICS data to create a MICS-EMIS dashboard. All workflow will be reproducible. For each country, the consultant will write a story and also prepare an overall data analysis manual as well as implementation manual.

Work Assignments Overview	Deliverables/Outputs	Delivery deadline to complete the deliverable
Prepare workplan and initial Git structure	Word document and git repository	20th Nov 2026 – 10 days
Nepal: clean and link EMIS and MICS data, create dashboard, co-author blogpost and support country workshop	Dashboard and word document	18th Dec 2026 – 36 days

Prepare data analysis manual and implementation manual for linking EMIS and MICS data	Work doc	30th Dec 2026 – 26 days
Belize: clean and link EMIS and MICS data, create dashboard, co-author blogpost and support country workshop	Dashboard and word document	15th Feb, 2027 – 36 days
Guatemala: clean and link EMIS and MICS data, create dashboard, co-author blogpost and support country workshop	Dashboard and word document	31st March, 2027 – 36 days

Payment Schedule:

Payment will be made on submission and acceptance of 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.

Important Notes

- 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.
- The selected candidate is solely responsible for ensuring that the health insurance (and visa if applicable) required to perform the duties of the contract are valid for the entire period of the contract. Selected candidates are subject to confirmation of fully-vaccinated status against SARS-CoV-2 (Covid-19) with a World Health Organization (WHO)-endorsed vaccine, which must be met prior to taking up the assignment. It does not apply to consultants who will work remotely and are not expected to work on or visit UNICEF premises, programme delivery locations or directly interact with communities UNICEF works with, nor to travel to perform functions for UNICEF for the duration of their consultancy contracts.
- UNICEF offers reasonable accommodation for consultants with disabilities. This may include, for example, accessible software, travel assistance for missions or personal attendants. We encourage you to disclose your disability during your application in case you need reasonable accommodation during the selection process and afterwards in your assignment.

QUALIFICATIONS / SPECIALIZED KNOWLEDGE / EXPERIENCE/ COMPETENCIES (CORE/TECHNICAL/FUNCTIONAL) / LANGUAGE SKILLS REQUIRED FOR THE ASSIGNMENT

Minimum requirements:

- Education:
 - Master’s degree in in economics, Development Studies, Public Policy, Data Processing, Data Science
- Work Experience:
 - At least 4 years of experience working with data analysis, building pipelines

- Language requirement:
 - Fluency in English
- Skills:
 - Experience working with NSO
 - Experience working with household survey data or large-scale national/international assessment datasets e.g. MICS, DHS

Desirables:

- Prior experience working with UNICEF or other UNICEF/UN data collection systems