

TERMS OF REFERENCE

Learning and Skills Data Lab 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 is developing a data portal that brings together information from different regional and global learning assessments in one place. The minimum viable product (MVP) for the portal covers regional and global assessments at the foundational learning level for reading/numeracy outcomes at Grade 4 and below drawn from programmes such as TIMSS, PIRLS, EGRA/EGMA, the MICS Foundational Learning Skills (FLS) module, LLECE, AMPL, and ICAN/ICAR.

Scope of Work

The consultant will support UNICEF in building and launching the minimum viable product (MVP) of the Learning and Skills Data Lab, working with the development vendor under the supervision of the D&A Education team. The work involves reviewing existing Lab assets and consulting intended users to define the MVP scope. On that basis, the consultant will prepare the information architecture, functional requirements, level of interactivity and data flow for the portal, together with HTML mockups of the different pages and experiences. The mockups will be tested with users and refined before the build, and will inform technical inputs to the vendor on design and functionality.

The consultant will support UNICEF in standardising how the Lab documents its sources and indicators, so the data is findable, interoperable and reusable. The harmonised indicators will be encoded in a validated SDMX data model, versioned and aligned with UNICEF, UIS and SDG code lists, so they are machine-readable and can feed the portal directly.

In addition, the consultant will support the integration of harmonised indicators into the frontend, starting with CSV and moving to SDMX dataflows as they become available. The consultant will also prepare the portal content, content model and editorial workflow, and review vendor outputs and displayed values against specifications and source data. Before launch, the beta version will be tested with users and checked for accessibility (WCAG 2.1 AA) and through user acceptance testing. The consultant will support the launch with launch materials, web analytics and a user feedback mechanism. They will also prepare handover documentation and a workflow for maintaining and updating the Lab, to be stored on GitHub and SharePoint for institutional use by UNICEF.

Lastly, the consultant will also support the work on MICS-EMIS integration in 1 french speaking country.

Work Assignments Overview	Deliverables/Outputs	Delivery deadline to complete the deliverable
Review existing Lab assets and consult intended users to define the MVP scope, and prepare the information architecture, functional requirements, interactivity and data flow for the portal	Word document on information architecture	20 Nov 2026 – 12 days

Create HTML mockups of the Lab's pages and experiences	HTML mockups	10 Dec 2026 – 20 days
Define the indicator set and construct concordance across assessments, aligned to the GPF and SDG 4.1.1, and document where comparison is not statistically valid	CSV and readme	20 Dec 2026 – 15 days
Apply SDMX reference metadata, develop the concept registry with crosswalks, and encode the harmonised indicators in a validated SDMX data model	CSV and metadata	30 Dec 2026 – 12 days
Prepare the portal content, content model and editorial workflow	Portal content populated in the CMS	31 Jan 2027 – 20 days
Support the integration of harmonised indicators into the frontend and review vendor outputs against specifications and source data	Data quality report	10 Feb 2027 – 15 days
Test the beta version, support the launch and provide handover note Travel for launch	Live data portal and Word document	28 Feb 2027 – 10 days
Prepare and present a workshop on MICS-EMIS data workflow	Presentation	30 Mar 2027 – 10 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 Computer Science, Information Management, Data Processing, Data Science, Public Policy
- Work Experience:
 - At least 5 years of experience working with data structures, analysis, building pipelines
- Language requirement:
 - Fluency in English and French
- Skills:
 - Experience with SDMX, Github, R and python
 - 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