

TERMS OF REFERENCE

National Consultants for Child-Sector Data Quality Assurance and Information Governance

CONTRACT MODALITY Individual Consultancy

DUTY STATION Belize City, Belize, Remote with travel

DURATION OF CONTRACT 4 months

Purpose of Assignment

The overarching objective of this consultancy is to build capacity, reliability, and security within Belize's child-sector administrative data systems. The specific objectives are:

1. Establish a robust Child-Sector Data Quality Assurance Framework (DQAF) – to enhance the reliability, standardization, and credibility of administrative statistics.
2. Develop a formal Child-Sector Data Sharing Policy and Information Governance Framework – to institutionalize secure, ethical, and standardized protocols for cross-sector data management and inter-institutional access.

The consultant will work under the supervision of the Child Protection Officer and collaborate with the Ministry of Human Development, Family Support and Gender Affairs (MHDFSGA) and other national ministries, civil society organizations, UN agencies, and UNICEF regional advisers.

Scope of Work

The overarching objective of this consultancy is to build capacity, reliability, and security within Belize's child-sector administrative data systems through two primary pillars:

Pillar A: Data Quality Assurance and Statistical Standards

- Draft a comprehensive Child-Sector Data Quality Assurance Framework (DQAF) aligned with the UN Fundamental Principles of Official Statistics, the IMF Data Quality Assessment Framework, Sustainable Development Goal (SDG) Indicator Standards, and the Statistical Institute of Belize (SIB) National Statistics Quality Assurance Framework.
- Expand and consolidate existing ministry data dictionaries into a unified, cross-sector metadata registry documenting standard statistical definitions, indicator reference guides, and metadata documentation standards.
- Design rigorous validation and verification procedures for administrative data entry, cleaning, and reporting cycles.
- Conduct capacity-building and dissemination workshops to institutionalize the DQAF across the National Commission for Families and Children (NCFC) Monitoring & Evaluation (M&E) Committee stakeholders, National Women's Commission, and the National Council on Ageing (NCA).

Pillar B: Data Sharing Policy and Information Governance

- Formulate a comprehensive Child-Sector Data Sharing Policy and Protocol to define the mandates and parameters for cross-sector data transfer.

- Author a Data Confidentiality and Privacy Standards Manual to ensure the protection of sensitive child wellbeing and protection data.
- Develop Administrative Data Access Procedures and Ethical Use Guidelines to govern data request and approval routing mechanisms.
- Construct an Administrative Data Security Framework defining user access control rules and data security expectations.

Work Assignments Overview	Deliverables/Outputs	Delivery deadline to complete the deliverable
Phase 1: Inception & Ecosystem Assessment	<ul style="list-style-type: none"> • Baseline audit of existing data governance laws and policies. • Map existing child-focused data nodes (FAMCare, SISB, BHIS, BEMIS). • Evaluate dictionary gaps and workflows • Finalize work plan. 	November 20, 2026
Phase 2: Statistical Quality Package (DQAF & Registry) & Information Governance Package (Concurrent Pillars A & B)	<ul style="list-style-type: none"> • Draft Child-Sector DQAF aligned with UN/IMF/SIB standards. • Consolidate fragmented ministry data dictionaries into a unified metadata registry. • Design statistical validation procedures for data entry. • Technical reviews with the Policy and Planning Unit, MHDFSGA • Formulate Data Sharing Policy and inter-institutional MOUs. • Author Data Confidentiality and Privacy Standards Manual. • Develop Administrative Data Access Procedures. • Construct the Administrative Data Security Framework. 	December 31, 2026
Phase 3: Institutional Training & Final Operational Package	<ul style="list-style-type: none"> • Develop curriculum based on the finalized DQAF and governance manuals. • Execute capacity-building workshops for multi-sector personnel. • Administer competency tracking assessments. • Oversee initial pilot application of QA protocols. 	January 31, 2027

	<ul style="list-style-type: none"> • Log data quality reviews and refine frameworks based on field feedback. • Transition frameworks to national counterparts and draft exit report. 	
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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.
- Contracts are conditional upon the selected candidate's willingness to comply with any current or future vaccination requirements that may be established by UNICEF, where applicable. Failure to comply with applicable vaccination requirements, where required and without an approved medical exemption by UNICEF, may result in the withdrawal of the consultancy offer or termination of the contract in accordance with the General Terms and Conditions of Contract.
- 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:

- Masters degree in Statistics, Data Science, Public Policy, Information Governance, or a related discipline.

Work Experience:

Minimum of 5–10 years of demonstrated experience in data governance design, statistical framework development, or information management system modernization.

- Proven track record in designing inter-institutional data-sharing policies, privacy standard manuals, and metadata registries within the public sector or international development context.
- Experience working closely with government ministries, national statistical agencies, and multi-sectoral stakeholder committees.

Language Requirements:

- Fluency in written and spoken English is required.

Knowledge/Expertise/Skills:

- Expert knowledge of national statistical systems, official statistics standards (e.g., UN Fundamental Principles of Official Statistics, IMF Data Quality Assessment Framework), and SDG indicator frameworks.
- Strong technical writing and analytical skills, with the ability to translate complex data processes into practical, actionable institutional guidelines and workflows.
- Demonstrated capacity in stakeholder facilitation, consensus-building, and conducting institutional capacity-building workshops.
- Excellent command of written and spoken English, with exceptional report-writing capabilities.

Desirables:

- Team Structure & Complementarity: Capacity to deploy a dual-consultant team structure where experts can work concurrently on parallel workstreams (e.g., dividing Data Quality Assurance/Standards and Information Governance/Data Sharing Policy) to compress project timelines effectively.
 - Track Record in Accelerated Delivery: Prior experience successfully executing complex national statistical or data governance frameworks under tight, compressed timeframes (4 months or less) without compromising stakeholder engagement or quality.
 - Institutional Familiarity: Prior working experience with national government ministries, statistical institutes (such as SIB), or child-focused institutional frameworks in Belize or the wider Caribbean region.
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