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TERMS OF REFERENCE

National Data Consultant to Strengthen Government Capacity on Climate Related Loss and Damage and Development of a Country Support System Proposal

CONTRACT MODALITY:	**Individual Consultancy (National)**
DUTY STATION:	**WASH, Environment & Climate, Kampala, Uganda**
DURATION OF CONTRACT:	**5 months (office-based)**

Purpose of Assignment

Uganda is experiencing climate-related hazards and impacts that can result in economic and non-economic loss and damage for children, families, communities, public services and productive sectors. The consequences are shaped by exposure and vulnerability, as well as by the capacity of institutions and essential services to anticipate, assess, respond to and recover from climate impacts. The Government of Uganda has relevant climate, disaster risk management, sectoral and development policies, datasets and institutional arrangements. A focused process is needed to identify how these existing systems can be connected and strengthened to assess and respond to climate-related loss and damage without creating parallel structures or duplicating adaptation, disaster risk reduction or humanitarian functions. UNICEF Uganda seeks a national data consultant to compile, quality-check and document the country evidence base that will inform a government-led loss and damage diagnostic, capacity-building process, national roadmap and child-responsive Country Support System (CSS) proposal for the Fund for responding to Loss and Damage (FRLD). The consultant will work under the technical direction of, and report to, the International Loss and Damage Consultant. The assignment will be undertaken in close coordination with the Ministry of Water and Environment, including the Department of Climate Change and Carbon Trade; the Ministry of Finance, Planning and Economic Development, including the designated focal point for the Fund for responding to Loss and Damage, as appropriate; other line ministries and agencies; selected local governments; UNICEF; and other stakeholders identified during inception.

Scope of Work

1. Inception and evidence collection planning

* Participate in the joint inception meeting and translate the analytical brief provided by the International Loss and Damage Consultant into a practical data-collection plan, source inventory, stakeholder map and consultation schedule.

* Use the data-mapping methodology and quality standards agreed with UNICEF's Office of Strategy and Evidence (OSE), the Climate Policy Team and the International Loss and Damage Consultant. Identify data, access constraints and any targeted field travel needed.

2. Desk review and data mapping

* Compile relevant national climate and development policies, institutional mandates, disaster and post-disaster assessments, sector information systems, research and existing financing initiatives. Maintain a referenced document register.

* Compile available evidence of economic and non-economic losses affecting children, families and essential services. Record direct, indirect, cascading, cumulative and potentially irreversible impacts were supported by existing evidence.

* Prepare a structured evidence matrix and data dictionary recording sources, periods, geographic coverage, indicators, definitions, methods, access conditions and limitations. Assess data quality, comparability and availability of disaggregation by age, gender, disability, location, displacement and socioeconomic characteristics were feasible.

* Clearly distinguish recorded losses, estimates, projected risks and evidence gaps.

3. Consultations and national coordination

* In coordination with International Loss and Damage consultant, arrange and document agreed consultations with government, data holders, technical institutions, civil society, youth networks and organisations representing vulnerable groups. Map prospective local partners and their potential contributions.

* Record institutional roles, current assessment practices, capacity needs and data gaps. Provide factual checks and source documentation to the International Loss and Damage Consultant; support government review of preliminary findings.

4. Workshop and proposal support

* Prepare a verified country data pack and source-referenced examples for the workshop led by the International Loss and Damage Consultant. Coordinate invitations, accessibility needs and attendance records with UNICEF; provide factual records of stakeholder input to the international consultant.

* Compile verified institutional information, local unit costs with sources and assumptions, and supporting data annexes requested by the International Loss and Damage Consultant for the roadmap and CSS proposal. Maintain a register of factual corrections and source queries.

Validation and handover

* Resolve factual and source queries raised during technical review and government consultations. Deliver the final organised data repository, metadata, source permissions or access conditions, consultation records and a data handover note to the International Loss and Damage Consultant.

Cross Cutting Requirements

* Government ownership and institutional anchoring throughout the assignment.

* A child-rights-based approach that recognizes children as a distinct and disproportionately affected group.

* Meaningful consideration of age, gender, disability, location, displacement and socioeconomic factors, using intersectional analysis where feasible.

* Integration of economic and non-economic loss and damage and attention to direct, indirect, cascading and cumulative impacts.

* Use of existing systems and evidence to avoid parallel structures and duplication.

* Clear distinction between evidence, assumptions, data gaps, and recommendations.

* Compliance with UNICEF safeguarding, ethical, data-protection and accessibility requirements.

Proposed Management and Technical Arrangements

The assignment will be implemented through a complementary team comprising one national consultant based in Uganda and one International Loss and Damage Consultant based remotely in collaboration with UNICEF's

Office of Strategy and Evidence (OSE) and the Centre of Excellence Climate Policy Team. The national data consultant should preferably have strong research and data expertise and will lead the in-country desk review, stakeholder consultations, data mapping and analysis, documentation, and coordination with government and line ministries, and will be reporting to the national loss and damage consultant. The international Loss and Damage consultant should have a strong understanding and experience of Loss and Damage and should be working across Loss and Damage architecture. The Centre of Excellence Climate Policy Team will serve as the overall technical lead throughout the assignment. The team will provide guidance to ensure alignment with the evolving processes under the UNFCCC. OSE will provide technical leadership on the evidence and data components, including the data-mapping methodology, assessment of data availability and quality, identification of gaps, disaggregation requirements, and the integration of economic and non-economic loss and damage. All deliverables will be developed collaboratively, with the national data consultant and international Loss and Damage consultant ensuring that the analysis reflects Uganda's institutional context and the UNICEF global teams providing policy direction and quality assurance.

Deliverables and Timelines

The consultancy is expected to require approximately 60 working days over a maximum period of six months (extendable). The sequence may be adjusted at inception to reflect government availability, evolving Country Support System guidance and stakeholder-engagement needs. Any revised sequence must remain within the agreed contract period and preserve the full scope and quality of the deliverables.

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Work Assignments Overview	Deliverables/Outputs	Delivery deadline to complete the deliverable	Estimated nr of input days
1. Inception and data collection planning	**1 × Data collection inception package**, including protocol, access schedule, source inventory, data-holder contacts and consultation calendar, applying the international Loss and Damage consultant's analytical brief.	9 December 2026	6
2. Evidence compilation and data quality review	**1 × National evidence package**, including a quality-checked evidence matrix, data dictionary, policy and institutional inventory, data quality and disaggregation register, and factual consultation records	18 December 2026	21
3. Preparation of country evidence for capacity-building	**1 × Workshop evidence and stakeholder package**, including verified country examples, source references, updated local partner directory, consultation evidence, and participant and accessibility coordination records.	20 January 2027	15
4. Compilation of inputs for the roadmap and CSS proposal	**1 × Data and costing annex package**, including source-verified data tables, institutional factsheets and a local unit-cost register with assumptions and references, for preparation of the roadmap and CSS proposal.	5 March 2027	12
5. Data finalisation and handover	**1 × Final data repository and handover package**, including editable datasets, metadata, source and access register, factual correction log, consultation records and data handover note.	24 April 2027	6

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

Education:

- Advanced university degree (master's or equivalent) in climate change, environmental policy, data collection, analysis and management, public policy, disaster risk management, development studies, international development or another directly relevant field

Work Experience:

- At least ten (10) years of progressively responsible professional experience in climate data, climate change, environmental assessment, natural resource or related fields, including proven experience conducting data collection and analysis, institutional, capacity and data reviews and translating findings into practical roadmaps or implementation frameworks

Language requirements

- Fluency in written and spoken English.

Knowledge/Expertise/Skills:

- Strong research, data compilation and analysis skills, including proficiency in Excel or statistical software.
- Knowledge of Uganda's government institutions, sector information systems and climate and disaster context.
- Ability to assess data quality, document sources and gaps, and analyse disaggregated data.
- Familiarity with economic and non-economic loss and damage and impacts on children and essential services.
- Strong stakeholder coordination, consultation and report-writing skills.
- Understanding of ethical data collection, data protection and inclusive approaches.

Desirables:

- Experience working with Government institutions in Uganda and knowledge of the national climate, disaster risk management and development-policy context.
- Experience integrating child rights, age, gender, disability and social inclusion into climate-impact assessment, policy or financing processes.
- Familiarity with economic and non-economic loss and damage methodologies, child-sensitive data and ethical approaches to consultation.
- Previous experience working with UNICEF, another United Nations entity or multilateral climate funds.