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TERMS OF REFERENCE

Impact evaluation and project coordination analyst consultant

CONTRACT MODALITY	Individual Consultancy
DUTY STATION	Rome, Italy & remote with no travel
DURATION OF CONTRACT	13 months

Purpose of Assignment

The mission of the UNICEF evaluation function is to help drive results for children by fostering evidence-informed decision-making. Evaluation in UNICEF supports both learning and decision-making, which in turn support better results for children. The evaluation function conducts a diverse set of independent, credible and impartial corporate thematic, institutional effectiveness, humanitarian, country-led, impact and joint evaluations to ensure UNICEF uses evaluation evidence to improve outcomes for children.

Evaluation at UNICEF is a largely decentralized function with senior-level regional evaluation advisers and multi-country evaluation specialists, as well as dedicated country evaluation specialists and evaluation focal points in the UNICEF country offices around the world. The UNICEF Evaluation Office (EO) serves as the steward of the UNICEF evaluation function. The director of evaluation provides strategic leadership to the global evaluation function at all three levels of the organization.

The purpose of this consultancy is to provide temporary, deliverable-based analytical support for the quantitative component of a mixed-methods process and impact evaluation of cash programming in Yemen, including limited support for qualitative-tool review, triangulation, and integration of quantitative and qualitative findings, as well as project coordination support to the Principal Investigators for evaluations under ASPECT. The evaluation is being implemented under the Adaptive Social Protection – Evidence for Child Outcomes (ASPECT) project, funded by the German Federal Ministry for Economic Cooperation and Development (BMZ). ASPECT aims to generate evidence on what works—and how—to make social protection systems more adaptive to shocks, including climate- and conflict-related shocks, particularly in fragile contexts. The impact evaluation will cover two programmes: the Cash for Nutrition and Livelihoods Project (C4NL), funded by the World Bank, and the Nutrition-Sensitive Cash Plus (NSCash+) programme, funded by KfW.

The evaluation will establish benchmarks, examine programme implementation and effects, and assess equity, disability inclusion, child outcomes, and household resilience in a fragile setting.

This is a supporting role and does not designate the consultant as a Principal Investigator, technical lead, or independent evaluation manager.

Scope of Work

Under the supervision of the Evaluation Specialist, the consultant will support the planning and oversight of quantitative data collection and mixed-methods evaluation of cash programming in Yemen. The consultant will also serve as a key contact for country-level stakeholders, supporting communications and field supervision. The consultant must therefore be based in a time zone with substantial overlap (+/- 3 hours) with Arabia Standard Time (UTC+3) and candidates residing in Yemen are desirable. The consultant will contribute across the evaluation cycle, including fieldwork preparation, data quality assurance, econometric analysis, report

writing, and dissemination. The consultant will work closely with UNICEF teams, research partners, and data collection firms and will participate in regular online meetings.

The assignment will last 12 months, with the possibility of extension. The expected total workload is approximately 160 days.

The consultant, under the supervision and guidance of the ASPECT evaluation team, will undertake the following tasks:

1. **Evaluation design and documentation support**

- Review programme documentation, theory of change, targeting, implementation arrangements and available data.
- Support development and documentation of evaluation questions, identification strategies, sampling approaches, power calculations, analysis plans, study protocols and registration materials under PI direction.
- Review quantitative and qualitative instruments and support conceptual alignment of English and Arabic versions.
- Provide inputs to ethics, safeguarding, consent, referral and data-protection materials.

2. **Fieldwork preparation and quality assurance**

- Test CAPI instruments, skip logic, range checks, randomization routines and data exports.
- Support training materials, pilots, field manuals, quality protocols and monitoring dashboards.
- Conduct near-real-time quality checks, document issues and coordinate corrective follow-up.
- Support version control and structured archiving of datasets and documentation.

3. **Quantitative analysis support**

- Develop reproducible workflows. Advanced Stata is preferred, followed by Python and R.
- Clean, merge and document survey, monitoring, administrative and contextual data.
- Construct indicators and prepare descriptive, balance, attrition, impact, heterogeneity, robustness and sensitivity analyses under PI guidance.
- Maintain annotated code, codebooks, decision logs and replication-ready packages.

4. **Project coordination support**

- Maintain the integrated workplan, deliverable tracker, risk and dependency log, decision register and review calendar.
- Coordinate inputs from UNICEF offices, firms, consultants and partners and document decisions for PI and supervisor review.
- Prepare agendas, concise meeting notes, action trackers, briefing notes and follow-up packages.
- Flag bottlenecks and required decisions promptly and support consolidated review responses.

5. **Reporting, dissemination and capacity development**

- Draft or revise assigned report sections, tables, figures, briefs and presentations under PI direction.
- Support validation, learning and dissemination events.
- Develop practical training, clinics, templates or guidance on data quality, reproducibility, mixed methods and analytical workflows.

6. **Wider ASPECT project support**

- Support rapid evidence reviews, secondary-data analysis, methodological notes, donor reporting and cross-country synthesis.

- Provide surge analytical and project-coordination support.

Success criteria

- Timely and accurate delivery of agreed analytical and coordination products.
- Clear, complete and reproducible code, documentation and data-management records.
- Effective support to the Principal Investigators and Evaluation Specialist, including proactive tracking and escalation of risks and dependencies.
- Consistent follow-through on stakeholder inputs, reviews and agreed actions.
- Technical findings translated clearly for technical and non-technical audiences.

Under the guidance of UNICEF staff, the consultant will support the UNICEF Evaluation Office in activities, communications, and collaborations across the UNICEF evaluation function and with national and international partners, including at internal and external events related to this assignment and at the request of the UNICEF supervisor. The consultant must adhere to United Nations and UNICEF evaluation norms and standards and to applicable ethical guidance for evidence generation. The consultant is also expected to identify and promptly report any potential ethical issues or violations that may arise during the consultancy.

UNICEF reserves the right to terminate the contract without notice in cases of unsatisfactory performance or consultant misconduct, as determined by UNICEF in its sole discretion. Payment will cease on the date of termination.

Work Assignments Overview	Deliverables/Outputs	**Delivery deadline (in weeks/months) and input days to complete the deliverable**
Inception and coordination	Inventory; responsibility map; workplan; risks and decisions.	January 5th 2027 15 days
Evaluation design support	Inputs to identification, sampling, power, analysis, integration, ethics and data protection.	February 5th 2027 15 days
Fieldwork readiness	Reviewed tools; CAPI log; training/pilot inputs; QA plan and escalation protocol.	March 5th 2027 15 days
Baseline fieldwork support	Quality reports; diagnostics; corrective-action log; secure archive.	April 5th 2027 15 days
Baseline analytical package	Cleaned data; codebook; reproducible code; outputs; qualitative memos; triangulation matrix.	May 5th 2027 20 days
Baseline reporting	Assigned sections; integrated findings; presentation; comments matrix.	July 5th 2027 20 days

Process evaluation	Implementation synthesis; pathway analysis; recommendations; brief.	September 5th 2027 15 days
ASPECT coordination/capacity development	Quarterly trackers and briefs; three practical sessions; agreed products.	October 5th 2027 20 days
Follow-up readiness	Revised tools; tracking/attrition plan; updated analysis plan; QA dashboard.	November 5th 2027 10 days
Final analytical/close-out support	Assigned analyses; synthesis; policy products; replication archive; handover.	December 5th 2027 15 days
Assumptions/dependencies	Timely contracting, approvals, data sharing and consolidated feedback.	December 31st 2027 Across contract

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:** Bachelors - A first university degree in economics, statistics, public policy, evaluation, public health, development studies, demography, sociology or a related field with substantial quantitative training is required.
- **Desirable qualifications:** A relevant master's degree is desirable. Education points will distinguish among candidates meeting the minimum bachelor's requirement and those holding relevant advanced degrees
- **Work Experience:** At least five years of experience supporting rigorous impact evaluations or applied research, including the design and implementation of studies involving primary data collection.
  - Experience analyzing and handling large survey datasets, with recent social protection or cash-transfer dataset experience treated as a scored asset.
  - Strong quantitative and econometric skills, including the ability to execute assigned econometric analyses autonomously within agreed protocols, document decisions, and incorporate feedback under the oversight of the Principal Investigators and senior evaluation team.
  - Familiarity with or experience in mixed-methods research.
  - Project coordination experience demonstrated supporting complex evaluation or research projects through work planning, deliverable tracking, risk and dependency management, stakeholder coordination, meeting support, project documentation and review management.
- **Skills:** Strong self-organization skills and able to meet deadlines with limited supervision
- **Language Requirements:** Fluency in English is an eligibility requirement and is not scored.
  - Fluency in Arabic is strongly preferred; higher consideration will be given to demonstrated ability to review Arabic survey instruments, qualitative tools, transcripts or analytical products.
- **Desirables:** Experience in fragile or humanitarian contexts; Yemen or MENA experience is strongly desirable.
  - Strong experience in social protection, cash transfers, food security, nutrition or resilience is desirable.
  - Familiarity with machine-learning methods relevant to impact evaluation is desirable.
  - Data innovation, machine learning and AI-enabled analytical workflow skills are a strong asset, including reproducibility, automation, coding efficiency and responsible use with human oversight.