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TERMS OF REFERENCE

Children and Armed Conflict Consultant

CONTRACT MODALITY	Individual Consultancy
DUTY STATION	New York, USA (remote)
DURATION OF CONTRACT	11.5 months

Purpose of Assignment

In 2016, the inter-agency Technical Reference Group adopted the MRMIMS+ as the preferred system for documenting and managing reports of grave violations against children. The MRMIMS+ is a secure, web-based platform that supports the collection, storage, management, and analysis of Monitoring and Reporting Mechanism (MRM) data. UNICEF began rolling out MRMIMS+ Version 2 in late 2022 to strengthen system functionality and improve field-level reporting.

The purpose of this consultancy is to strengthen UNICEF's monitoring, analysis and use of information on grave violations against children in situations of armed conflict, in support of the MRM and the Children and Armed Conflict (CAAC) agenda.

The consultant will deliver technical support and capacity-strengthening outputs to enhance the implementation and effective use of the MRMIMS+ across relevant countries. This will include system rollouts, conducting user training, testing and validation of system updates, developing user documentation and guidance, troubleshooting and follow-up of technical issues, and producing standardized training materials, in coordination with the Primero team.

The consultancy will also support evidence-based reporting and advocacy through production and updating of CAAC analytic products including factsheets and regional and thematic analysis. All activities will be undertaken against specific deliverables and timelines within the consultancy period.

Scope of Work

Under the supervision of UNICEF Headquarters' Child Protection in Humanitarian Action team, the consultant will undertake the following activities:

1. MRMIMS+ rollout and user training
    - Support the rollout of the MRMIMS+ in up to five priority situations, in coordination with relevant Country Offices and the Primero team, subject to operational readiness. Prepare and facilitate associated remote user-training packages to strengthen the capacity of MRM practitioners to use the system effectively.

2. MRMIMS+ system improvements, testing and technical support
    - Provide ongoing technical and operational support to MRMIMS+ users, including troubleshooting, testing and validation of Primero releases, and coordination of relevant system updates.
    - Support the definition, coordination and testing of prioritized MRMIMS+ enhancements, in collaboration with the Primero team and developers. Conduct consultations with country-level users and consolidate feedback to identify priority improvements.

3. Data visualization
    - Assess options for improving MRMIMS+ data visualization, including through the Primero API or other

suitable approaches.
- Develop a feasibility assessment and proposed implementation concept, taking into account country-level needs, technical requirements and data protection considerations.

4. Guidance and capacity-strengthening
   - Update the MRMIMS+ User Manual in English and French and develop standardized onboarding and refresher-training materials to support country teams in training users independently.
   - Develop practical guidance and case studies on weapons-related CAAC data documentation and categorization, and facilitate targeted remote clinic sessions in coordination with the CAAC team.

5. CAAC analysis and knowledge management
   - Develop an AU-focused CAAC analysis, including subregional breakdowns for North Africa, Eastern and Southern Africa, and West and Central Africa, and update the combined MENA/ECA and South Asia/East Asia and Pacific regional analyses.
   - Consolidate and validate weapons-related CAAC data and update the Killing and Maiming of Children Fact File and EWIPA Fact Sheet.
   - Support the finalization of the Q4 2026 Global Horizontal Notes (GHNs) and preparation of the Q1 2027 GHNs, including review of submissions, follow-up with Country Offices and maintenance of the GHN tracker and database.
   - Support preparations for the Security Council Working Group on Children and Armed Conflict (SCWG-CAAC) through trend analysis and technical inputs to briefing materials, in coordination with relevant UNICEF teams.

Work Assignments Overview	**Deliverables/Outputs**	**Delivery deadline to complete the deliverable**
1. MRMIMS+ rollout and user training	1.1 MRMIMS+ deployed in up to five priority situations, with initial implementation support completed and documented, subject to country-level operational readiness. 1.2 Up to five remote MRMIMS+ user-training packages delivered.	31 December 2027 31 December 2027 61 days
2. MRMIMS+ system improvement, testing and technical support	2.1 Requirements and testing feedback documented for up to four prioritized MRMIMS+ enhancements. 2.2 One round of user consultations completed, with consolidated feedback and prioritized recommendations. 2.3 Relevant Primero releases tested, with issues and deployment follow-up documented. 2.4 MRMIMS+ technical support provided, with issues and follow-up actions documented.	30 November 2027 30 November 2027 31 December 2027 31 December 2027 104 days
3. Data visualization	3.1 One MRMIMS+ data visualization feasibility assessment and implementation concept developed, including priority needs, technical options and indicative costs.	31 May 2027 10 days
4. Guidance and capacity-strengthening	4.1 Updated MRMIMS+ User Manual produced in English and French. 4.2 One standardized MRMIMS+ onboarding and	31 December 2027 31 May 2027 30 November 2027

	refresher-training package developed. 4.3 One practical guidance package on weapons-related CAAC data categorization developed, and up to two remote clinic sessions delivered.	22 days
5. CAAC analysis and knowledge management	5.1 One AU-focused CAAC analysis produced, including NA, ESA and WCA breakdowns. 5.2 One MENA/ECA CAAC analysis produced. 5.3 One updated joint South Asia and East Asia and Pacific CAAC analysis produced. 5.4 One consolidated and validated weapons-related CAAC dataset prepared. 5.5 One updated Killing and Maiming Fact File produced. 5.6 One updated EWIPA Fact Sheet produced. 5.7 Q4 2026 and Q1 2027 GHNs reviewed and analytical inputs to SCWG-CAAC briefing materials prepared.	31 July 2027 31 August 2027 31 August 2027 30 September 2027 31 October 2027 15 October 2027 31 December 2027 63 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.

- 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:
    - Master's Degree in International Humanitarian Law, Human Rights, International Relations, International Development, Social Sciences, Political Sciences or another relevant field
- Work Experience:
    - A minimum of five (5) years of relevant professional experience in child protection, including experience in humanitarian and conflict-affected settings.
    - Demonstrated experience in monitoring, reporting and analysis of grave violations against children in situations of armed conflict, including practical experience with the Monitoring and Reporting Mechanism (MRM).
    - Demonstrated experience in child protection information management, including implementation, user support or improvement of information management systems in humanitarian settings.
    - Demonstrated experience in developing analytical reports, fact sheets, guidance materials or other knowledge products relating to child protection or human rights.
    - Experience in designing and facilitating training and providing technical support or capacity strengthening to field-based teams.
- Language requirement:
    - Fluency in English is required
- Skills:
    - Strong understanding of the Children and Armed Conflict agenda and the MRM on grave violations against children.
    - Strong analytical skills, including the ability to consolidate, interpret and present complex and sensitive data clearly and accurately.
    - Knowledge of information management principles, data quality assurance, confidentiality and responsible handling of sensitive child protection information.
    - Ability to identify user needs, support system testing, and translate user feedback into practical system improvements, guidance and capacity-strengthening activities.
    - Excellent drafting, communication, coordination and organizational skills.
    - Ability to work independently and collaborate effectively with colleagues across different technical functions and country contexts.

Desirables:

- Previous experience with the MRMIMS+ or Primero-based information management systems.
- Fluency in French.
- Previous experience working with UNICEF, United Nations entities or other humanitarian organizations.