

UNICEF Lebanon Terms of reference (TOR) for LTA

PROJECT/ASSIGNMENT TITLE: Long Term Agreement for provision of Research and Evaluation services to UNICEF Lebanon

WORKPLAN CODE NUMBER:

Specific Intervention Code: In PRIME Rolling Work Plan: Research and Evaluation Outputs

Activity: Research, Evaluation.

Background and Purpose:

For over 70 years, UNICEF Lebanon has been working with Government of Lebanon, other UN agencies, international and local NGOs, universities and partners to meet the needs of most disadvantaged children in Lebanon. To achieve equitable outcomes for the poorest, most disadvantaged and hardest-to-reach children and families and to respond to immediate humanitarian needs, UNICEF relies on high quality evidence through Research, Studies, Surveys, and Evaluations. Evidence generation is one of the enablers, key to accelerating progress towards achievement of the Sustainable Development Goals and realizing children's rights. Data, research, evaluation and knowledge management provide critical information to improve programme design and delivery, in addition to informing policy dialogue and advocacy for child rights.

To achieve this, UNICEF seeks to establish long-term agreements (LTAs) with qualified local and international institutions/firms to provide research and/or evaluation services. The LTAs facilitate the will allow selected institutions to support UNICEF Lebanon uses the LTAs to outsource research and/or evaluation activities to an institution. This includes research and evidence in all UNICEF LCO programmes areas (Child Protection, Education, Early Childhood Development (ECD), Health and Nutrition, WASH, Social Policy, and Youth Development) and implementation strategies (Systems Strengthening, Advocacy, Social and Behavior Change, communication, etc).

General Conditions

- a. Due the variations in scopes and needs; the contractor will be requested; before the initiation of a contract; to submit a brief proposal describing the process of conducting the required tasks and available expertise.
- b. The contractor will ensure as much as possible gender balance with the deployments of its team working on the requested tasks.
- c. The pricing should be calculated based on the annexed tabulation to this TOR.
- d. The contractor team should be able to work using English and Arabic languages.
- e. The report should be submitted either in English or Arabic. A translation service could be requested from the contractor and it will be costed as an independent service.
- f. Having a Long-Term Agreement is not considered at any point a promise for signing contracts with UNICEF.
- g. All data collected under this agreement and for the research purposes remains the sole property of UNICEF.

Management and financial arrangements

- a. The LTA will be managed by the research and evaluation team at UNICEF. The LTA manager will manage all communications, in turn, the contractor is expected to assign a communication focal point. A specific staff member from UNICEF will be assigned to manage each contract issued under this LTA.
- b. The contractor will commit to provide revisions based on provided feedback from UNICEF.
- c. The payment schedule will be agreed on before the signature of each individual contract based on deliverables, on a basis that UNICEF cannot proceed with the first payment until at least one deliverable is submitted and accepted.

Key tasks and deliverables:

The expected outputs and actual deliverables will be defined for each activity separately at the time of a specific assignment agreed in the Contract. Despite this broad statement, bidders can expect deliverables to include inception reports, field debriefs, full reports, presentations, and others. The contractor will be asked to conduct a research/evaluation in all its phases including all steps required to complete research or evaluation from planning to dissemination. The LTA holders should ensure high quality of work and strong synergies with UNICEF during the implementation of the research/evaluation. Meetings with UNICEF prior and during implementation of any contract under this LTA should be expected. Sub-contracting for specific tasks is conditional to UNICEF approval.

Service 1: Conducting Research and Studies

The required tasks and deliverables include the least required to conduct a research, that includes planning and designing, implementing, analyzing, reporting, and disseminating. All material produced under this assignment, including data, report, and presentation, are the sole property of UNICEF.

1. A research protocol for delineating the research plan from initiation to dissemination. The protocol should include, but not limited to, a brief literature and desk review, study design and methodology, data collection instruments and procedure, analysis approach, reporting and disseminating, mechanisms for quality assurance and ethical considerations. Proceeding with the research is conditional to the quality of the report or protocol submitted.
2. Design, translate, and pre-test data collection instruments (English and Arabic).
3. Pursue an ethical clearance from a certified Ethical Review Board. UNICEF can facilitate the ethical review through MENARO.
4. Run any programming needed to digitalize the data collection, with proper procedures ensuring data protection.
5. Analyze the data collected, as per the agreed analysis plan/matrix to answer the research questions. Analysis should be conducted and delivered in a format where it can be easily replicated and/or appraised. Thus, analysis must be done using software (Quantitative: SPSS, STATA, R, etc. and Qualitative: NViVo, ATLAS.ti, etc.), with scripts, syntaxes or work-logs.
6. Submit a full research report that is concise and succinct with an introduction and background, design and methodology, findings/results, conclusion, and recommendations. The report should include a short abstract or executive summary.
7. Develop materials for sharing the results and disseminating the research (for example, presentation, poster, brief, animated presentations, and videos).
8. Presentation of findings and recommendations to UNICEF and/or to a public audience or other relevant stakeholders.
9. Archive all data and other files produced or used for the research purpose in an organized and secure manner.
10. Comply with UNICEF procedures for ethical standards and quality assurance in evidence-generation.

Service 2: Conducting evaluations

Typical deliverables for a UNICEF evaluation include the following:

1. An inception report that details the timeline, evaluation design, evaluation matrix, analytic criteria & approaches, major activities and dates, data collection tools and table of contents;
2. Data collection phase using methods agreed in the inception phase.
3. A draft report with a complete set of findings, conclusions, and recommendations;
4. A facilitated workshop to validate findings and build consensus on recommendations;

5. Final report writing, following content and style guidance derived from the UN Evaluation group evaluation standards;
6. Dissemination materials such as infographics, animated presentations, and videos;
7. Presentation of findings and recommendations to UNICEF and/or to a public audience or other relevant stakeholders. and
8. An organized archive of data from the entirety of the exercise.

Deliverables are subject to UNICEF quality assurance before being accepted. The LTA holder agrees to work with UNICEF through all stages of the quality assurance to ensure the quality of the evaluation outcome.

Service 3: Conducting secondary analysis and evidence synthesis/

1. Submit an analysis plan, that includes at the least the following: analysis steps, software to be used, analysis framework, indicator list when relevant.
2. Submit the cleaned tabulation for the conducted analysis, along with the syntax files and analysis matrix.
3. Conduct the required analysis.
4. Submit a final report documenting the activity (background, results, graphs, etc.). The report should not exceed 40 pages.
5. Submit dissemination materials (e.g., animated presentation, infographics, and research briefs) that summarize the findings and recommendations of the research.
6. Present the findings and recommendations of the research to UNICEF team and/or to a public audience.

UNICEF encourages the following types of organizations to bid.

- **Academics:** Faculties within the university, research institutes, divisions or other departments of universities may apply; It must be clear what part of the university entity is applying.
- **Think tanks:** Privately organized or institutionally supported bodies providing research, evaluations, and related services.
- **Private consulting firms:** Entities specializing in the execution of evaluations and other evidence products. Bidders may be specialized in evaluations and/or research or may do that as one of a number of business lines/products.

Bidders can bid to be considered to provide one or more services depending on the capacity and expertise. Bidders should clearly indicate which service(s) they are applying for.

Mandatory Qualification Requirements:

- Demonstrated capacity to manage and implement researches and/or evaluations in one or more of UNICEF programme areas – child protection, education, early childhood development (ECD), health and nutrition, WASH, social and behavior change, social policy, and youth development.

- Evidence of previous capacity to source/provide sufficient qualified, competent international and nationally-based staff to conduct research and evaluations. Evidence of how qualified and competent technical staff are identified and include an outline of how that quality is maintained (via examination of recruitment process, training and development policy and previously completed successful projects with said staff where appropriate);
- Profiles of core staff that will be involved in performing tasks under the LTA.
- Senior staff holding at the least a Master's degree in social sciences, statistics, psychology, education, sciences, or an relevant field. A doctorate is an added value. Other team members to hold a degree in social sciences, statistics, psychology, education, sciences, or an relevant field.
- Proven experience (at least 10 years) in managing and producing high quality research and evaluations.
- Ability to provide staff with expertise in use of software for data collection (such as Kobo toolbox), data analysis, quantitative (e.g, SPSS, R, STATA, etc.) and qualitative (Atlas.ti, NVIVO, etc.).
- Proven experience (at least 5 years) in working with multiple government and non-government stakeholders, linkages to global or international research institutes is an added value.
- Able to work in all the governorates of Lebanon.
- Ability to provide staff with Lebanese and Palestinian nationality for field work. Palestinian field workers will be required for any data collection within the camps or with Palestinian households/individuals living outside the camps.
- References for previous assignments in line with areas the institutions applies to provide services.

Profile of the company to be submitted together with CVs and educational degrees of the core team members.

Evaluation process of the bids:

The bids will be evaluated based on this criteria. Technical evaluation will contribute 70% while Financial proposals will contribute 30%. Financial proposal should use the format in Annex 1.

Technical Evaluation Criteria		Max Points obtainable
1	Overall Response	5
1.1	Completeness of response and understanding of UNICEF requirements	5
2	Capacity and Experience	30
2.1	Extensive experience (at least 5 to 8 years) and capacity to manage and implement research and/or evaluations in one or more of UNICEF programme areas – demonstrated by completed assignments and references.	10
2.2	Evidence of previous capacity to source/ provide sufficient qualified, competent international and nationally based staff to conduct research and/or evaluations	13
2.3	Demonstrated technical experience working with and engaging adolescents and youth in research and evaluations	5
2.4	Knowledge of the Lebanese context (Lebanese communities, Palestinian refugees and Syrian refugees in Lebanon) and ability to collect data in Arabic.	2
3	Technical Expertise	25
3.1	Demonstrated experience in using quantitative and Qualitative analysis software, such as SPSS or STATA. Atlas.ti or INVIVO.	4
3.2	Availability of staff with expertise in design and use of software for data collection such as Kobo Tolbox, etc.	3
3.3	Documented in house quality assurance mechanism for evaluation/ research processes and products – such as SOPs, staff, etc.	5
3.4	Demonstrated experience in writing logical reports that meet evaluation and research standards. Two published reports to be submitted for bidders with no prior UNICEF engagement.	8
3.5	Proven experience in conducting rigorous evaluations/research such as impact evaluations, experience with the UN, government, statistical offices, NGOs are an added value.	5
4	Ethics and Inclusion	10
4.1	Mechanisms mentioned to ensure gender dimensions, contextual, age related and disability factors are explored and considered.	5
4.2	Description of ethical standards taken to abide by the ethical standards of research, especially with children and vulnerable populations.	5
TOTAL		70

Passing score for technical evaluation is 49 points.

Timing/Duration of LTA: 2 years renewable for one additional year based on office need, market price and satisfactory performance.

Duty Station: Lebanon

Administrative issue: NA

Conditions

1. All workers meeting with local authorities or conducting field tasks should be Lebanese and speak Arabic. In case of tasks in the Palestinian Camps, Palestinian staff would be requested.
2. All data collection and analysis under the LTA must adhere to norms and standards and the contractor will commit to ensuring ethical standards to treat all elements in confidentiality.

ANNEX 1 - Financial table for the Research & Evaluation LTA TOR

Type of service	Method of pricing	Price in USD
Service 1: Conducting and Managing research		
Research Manager/Lead	<i>per day</i>	
Senior Researcher Specialist (thematic)	<i>per day</i>	
Junior researcher/Research Assistant	<i>per day</i>	
Data collectors/Qualitative	<i>per day</i>	
Data collectors/Quantitative	<i>per day</i>	
Translator	<i>per page</i>	
Training costs (e.g., venues, etc.)	<i>per day/per person</i>	
Report editor/proofreader	<i>per page/ per hour</i>	
Graphic designer (if applicable)	<i>per day</i>	
Service 2: Conducting Evaluations		
Project Manager	<i>per day/per hour</i>	
Senior Evaluator/Team leader	<i>per day</i>	
Evaluation Specialist	<i>per day</i>	
Subject matter expert (Education, Health, etc)	<i>per day</i>	
Data collectors/field workers	<i>per day</i>	

Type of service	Method of pricing	Price in USD
Translators	<i>per page</i>	
Quality assurance support	<i>per hour</i>	
Editorial support	<i>per page/per hour</i>	
Graphic designer (if applicable)	<i>per day</i>	
Service 2: Conducting secondary analysis		
Research Manager	<i>per hour</i>	
Data Analyst/Quantitative	<i>per day/hour</i>	
Data Analyst/Qualitative	<i>per day/hour</i>	
Report editor/proofreader	<i>per hour</i>	
Graphic designer (if applicable)	<i>per day</i>	