

**UNICEF TOGO**  
**Terms of Reference for Technical Assistance**

<b>Position Title:</b>	Social Policy Data Systems Specialist
<b>Location:</b>	UNICEF
<b>Duration:</b>	11 months
<b>Start Date:</b>	01 October 2009
<b>End Date:</b>	31 August 2010
<b>Reporting to:</b>	Social Policy Specialist
<b>Contract Type:</b>	Special Service Agreement (SSA)

**Purpose:**

A technical assistant is required for an eleven (11) month period to provide support to the continued development of UNICEF's programme monitoring and evaluation function in terms of the collection, updating and use of quality socio-economic data on children and women.

As part of the 2008-2012 UNICEF/Government of Togo country programme of cooperation, the overall goal of UNICEF's monitoring and evaluation function is to strengthen national capacity to generate and disseminate strategic information on the situation of children. Currently, the Monitoring and Evaluation Officer is responsible for three key objectives: (1) UNICEF/UN programme planning, monitoring and reporting processes; (2) operational monitoring such as monitoring budget allocations and expenditures; and (3) national/ UNICEF capacity building in statistics, monitoring and evaluation.

Following the socio-political crisis which spanned over 15 years, Togo has regularised relations with development partners and progress is being made towards rebuilding national institutions and strengthening human resource capacity. In terms of rebuilding national statistical systems, the country has recently finalised the National Statistics Development Strategy 2009-2013 and is in the process of carrying out a population census, which has not been undertaken since 1981. Efforts are now being made to address the following weaknesses:

- Validity and reliability of data collected on the situation of children and women;
- Limited human resources to respond to statistics, monitoring and evaluation needs;
- Challenges in internalising planning, M&E, results based management;
- Fragmented approach to data collection processes, particularly with regard to sectoral surveys;
- Challenges in mainstreaming the use of TogoInfo as a data management tool;
- Lack of a systematic integration of M&E in UNICEF programme plans and projects;
- Need for improved integration of information systems when carrying out data analysis, vis-à-vis national surveys and administrative/routine information systems;
- Need for improved integration of qualitative issues (perspectives of rights-holders/ service providers), especially when undertaking field visits;
- Research, studies and evaluations are not always strategic, which affects the relevance of recommendations and the possibility to publish study reports;
- Ad-hoc approach towards documenting best practices and lessons learned.

Assistance has become necessary as a result of the heavy workload of the M&E Officer and the increased demand for technical assistance in statistics, programme monitoring and evaluation. The Social Policy Data Systems Specialist will therefore focus on capacity building of the Department of Statistics and National Accountability (DGSCN), key line ministries related to child rights, civil society partners and UNICEF programme staff in: (1) data collection systems particular to Health, Education and Child Protection, including participatory community approaches; (2) data management and analysis; and (3) policy and programme oriented outcome and impact monitoring and evaluation.

Under the general guidance of the Social Policy Specialist, the technical assistant will be responsible for reinforcing UNICEF's M&E function, in terms of support to the Government of Togo, civil society partners and UNICEF staff in quality data collection, management, analysis and use for evidence-based policy and programme development and implementation.

## Scope of Work

### MAJOR DUTIES AND RESPONSIBILITIES

Through technical support, effective communication and networking and in close collaboration with the M&E Officer:

- Data collection: (i) Design data collection methodologies and research in support of government economic and social policies, in particular the Poverty Reduction Strategy and key (multi-)sector strategies; and (ii) Provides technical assistance to GoT and UNICEF programmes to harmonize data collection tools/processes for surveys, mappings, studies and evaluations related to socio-economic data collection and analysis.
- Data management and analysis: Provides support to the DGSCN, line ministries, the UN System and UNICEF programmes to: (i) accelerate the operationalisation, updating and use of the TogoInfo database to consolidate disaggregated socio-economic data and information on the situation of children and women; and (ii) strengthen national administrative/routine information systems [Health Information System (HIS) and Education Management Information System (EMIS)] and to more effectively use them when undertaking policy analysis.
- Field-based monitoring and reporting: Provide technical assistance to UNICEF programme staff to improve the results-orientation, quality and strategic focus of field visits, including promoting community participation in monitoring results and promoting UNICEF programme staff use of field trip recommendations in their annual planning and reporting.
- Capacity building in results-based management and evaluation: (i) builds internal and government capacity to develop, monitor and evaluate results-based programme plans, strategies and project proposals; (ii) organises and facilitates seminars to facilitate discussion around results-based management and evaluation approaches as required. Undertakes field visits, as required.
- Provides technical inputs to key meetings involving the Direction of Statistics and National Accountability, UNICEF, UN Agencies, the UNICEF/UN M&E Taskforces, as required.

## Areas to be considered

The consultancy will require travel within the country.

**Main deliverables (will be based on annual programme work plans)**

- Strategic plan, including expected results and progress monitoring indicators
- Quarterly reports outlining key results obtained, challenges, opportunities and the way forward
- Final report detailing key results, challenges, opportunities, key lessons learned and recommendations for reinforcing the evidence and results-based management and evaluation function in UNICEF Togo

**Desired background and experience**

- Advanced university degree in social sciences, demography, statistics or a related field
- At least 5 of progressively responsible relevant professional work experience at international level in programme monitoring and evaluation
- Practical experience in applying results-based management and developing monitoring systems
- Practical experience in community-based research
- Fluency in French required.

**Other skills and attributes:**

- Excellent analytical, qualitative and quantitative research skills
- Proven ability to innovate, plan and execute ideas as well as transfer knowledge and skills.
- Ability to work in a team and under pressure.
- Knowledge of computer management and applications, including data management programmes
- Specialised training in statistics
- Good communication skills

**Level and costs**

Level of cost will depend on the profile and experience of the international expert, in accordance with the UN rules and procedures. The expert will be awarded DSA and their travel costs covered. UNICEF will also cover the cost of any missions as well as any other justifiable reimbursements.

**Requesting Officer:**

**Name:** Nardos TESFAY  
**Title:** Social Policy Specialist

**Signature:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

**Approved by:**

**Name:** Narcisse de MEDEIROS  
**Title:** Deputy Representative

**Signature:** \_\_\_\_\_  
**Date:** \_\_\_\_\_