

# TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

<b>TERMS OF REFERENCE (to be completed by Hiring Office)</b>	
Hiring Office:	UNFPA China Office
Purpose of consultancy:	UNFPA China is seeking a senior international consultant to conduct technical review and quality assessment for the first draft and the final report of the 2 <sup>nd</sup> National Youth Reproductive Health Survey in China, developed by Peking University Health Science Centre.
Scope of work:  <i>(Description of services, activities, or outputs)</i>	<p>UNFPA China and the National Health Commission jointly commissioned the Health Science Centre of Peking University (PKUHSC) through a competitive bidding, to conduct the 2<sup>nd</sup> National Youth Reproductive Health Survey (hereafter referred to as the Survey) in China during 2019-2021. The survey is the second youth sexual and reproductive health (SRH) survey that will produce nationally representative data on the status of young people's sexual and reproductive health, covering areas in health services, sexual and reproductive health information, violence in various forms, HIV and STDs, pregnancy and contraception.</p> <p>The Survey data collection has been completed in early June 2021; the first draft of the report is under development and will be available soon. The report will serve as a critical document for programming, policy advocacy, media engagement and public communication, outlining the challenges and progress of sexual and reproductive of young people in China.</p> <p>Currently as arranged, the dataset for the Survey is not going to be accessible by UNFPA or any other institutions other than PKUHSC under the China's Law on Data Security. To ensure the quality of the Survey report, UNFPA China plans to hire an international consultant to review and assess the analysis and content of both the first draft and the final report of the Survey, to be submitted by PKUHSC. The scope of work and deliverables are outlined as following:</p> <p><b>Scope of work:</b></p> <ol style="list-style-type: none"> <li>1. The consultant shall review all relevant documents related to the Survey including the key indicators' list, the survey questionnaire, the sampling strategy, and the PKUHSC technical proposal agreed with UNFPA as part of the contract.</li> <li>2. Develop certain criteria for the quality assessment of the Survey report according to the existing documents related to the project, to ensure the content of the report meets the objective and the purpose. The proposed criteria will be reviewed and agreed with UNFPA China to guide the report quality assessment exercise.</li> <li>3. With the support from UNFPA China, the consultant will independently review the first draft report and assess the quality according to the agreed criteria; The consultant may raise questions and inquire additional information/data through UNFPA China from the PKUHSC survey team as needed and provide concrete recommendations for quality improvement for the final report. The consultant would also review comments that would be received from the donors – The Bill and Melinda Gates Foundation and Bayer.</li> <li>4. With the support from PKUHSC and UNFPA China, the consultant will independently review the final report and assess the quality according to the agreed criteria. The consultant will provide feedback on how the previous comments would have been addressed in the final report and advise UNFPA if the quality of the final report is satisfactory.</li> <li>5. The consultant shall provide a final assessment note, including the entire process of the quality assessment, and whether the final report of the Survey meets the overall objective and the purpose, and whether there are challenges and recommendations for improvement, and recommendations on the use of the survey results.</li> </ol> <p><b>Deliverables:</b></p> <ol style="list-style-type: none"> <li>1. A proposal submitted by the consultant to elaborate the assessment criteria that the consultant is going to use for the quality assessment of the report</li> <li>2. The assessment of the first draft report using the agreed criteria</li> <li>3. The assessment note on the quality assessment process</li> </ol> <p><i>*Attention: the consultant will access the draft report only for the purpose of assessment, and he or she is not allowed to record or share any technical findings with others without the permission of UNFPA.</i></p>

Duration and working schedule:	<p>The consultant is expected to work 15 days during January 3-May 30, 2022. The actual dates of work will be determined in consultation with the selected consultant considering the availability of the draft report which is expected by January 2022.</p> <p>3 days for review of relevant survey documents, developing the assessment criteria/proposal: understand the landscape, familiarize with partners and finalize the proposal based on UNFPA's comments.</p> <p>5 days for conducting the review and quality assessment of the first report draft</p> <p>7 days for reviewing the final report, developing the assessment note for the final report and submit to UNFPA China.</p>
Place where services are to be delivered:	The consultant will be working remotely according to a schedule agreed with UNFPA China.
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	The consultant will submit the deliverables within the timeline agreed as part of the contract. Electronic copy is required
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	Ms. Zheng Haoran, Project Officer, UNFPA China
Supervisory arrangements:	Ms. Zheng Haoran, Project Officer, UNFPA China will supervise the delivery of the consultant under the overall guidance of Dr. Justine Coulson, Representative of UNFPA China
Expected travel:	No travels are needed,
Required expertise, qualifications and competencies, including language requirements:	<ol style="list-style-type: none"> <li>1. More than 15 years of both quantitative and qualitative research experience in the field of sexual and reproductive health, preferably in the field of young people's sexual and reproductive health and rights;</li> <li>2. Demonstrated experience of leading or participating as a key researcher in national level or large scale surveys on SRHR issues, technical expertise and skills in data analysis and report writing;</li> <li>3. Significant experience of working with United Nations agencies and national research institutions;</li> <li>4. Excellent communication skills in English speaking and writing; working experience with people with diverse background</li> </ol>
Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	<ol style="list-style-type: none"> <li>1. UNFPA China will provide necessary administrative support to the consultant to perform his/her daily work.</li> </ol>
Other relevant information or special conditions, if any:	N/A
<p>Interested candidates please send your CV, a writing sample (preferably an assessment report) and a proposed daily rate by 24 December 2021 to Ms. Haoran Zheng, Project Officer, UNFPA China</p> <p>Email: <a href="mailto:haoran@unfpa.org">haoran@unfpa.org</a></p>	