**TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS**

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| **Title:** International Consultancy for Budget Cycle Mapping and Social Sectors Financing Analysis | **Funding Code:**  **WBS:** 6850/A0/05/400/001/001 | **Type of engagement**  Consultant | **Duty Station:**  Bissau, Guinea-Bissau |
| **Purpose of Activity/Assignment:**  UNICEF Guinea-Bissau supports the Government of Guinea-Bissau to ensure all children in Guinea-Bissau have equitable access to quality and affordable services to survive, learn, develop, and live in a supportive and protective environment. Inadequate, and sometimes ineffective, inefficient, and inequitable public spending on sectors and programmes supporting children is one of the reasons for multiple and overlapping deprivations amongst children in Guinea-Bissau. For this reason, UNICEF Guinea-Bissau started its work in Public Finance for Children (PF4C) aiming to strengthen evidence building and analysis of trends to identify challenges and opportunities for increasing and improving the quality of public spending on social sectors in a transparent and accountable manner. UNICEF Guinea-Bissau’s PF4C work will link to the SDG Joint Project through “Resilience Building in Guinea-Bissau for the Creation of a Shock-Responsive Social Protection System”. Herein, UNICEF will reinforce broader efforts on shock-responsive social protection by (i) leading diagnostic studies and generate evidence for how a national social protection framework should evolve, including prototyping and testing of possible solutions, (ii) fostering the dialogue with IFIs and partners by creating coordination mechanisms, and (iii) ensuring transparent and effective use of public resources by strengthening PFM, public participation, and fiscal space analyses.  The purpose of this assignment will be to conduct a detailed mapping of the PFM process in Guinea Bissau to include mapping the entire budget cycle (including legislation, practices, procedures) and identifying PFM bottlenecks in Guinea-Bissau. Furthermore, the consultant will delve into the specific PFM bottlenecks that disproportionally effect Health, Education, Child Protection, WASH and Social Affairs along with brief synopsis of public expenditure. | | | |
| **Scope of Work:**   * Mapping out of the PFM process including the national budget cycle (planning and budgeting, approval, execution, audit, and evaluation) taking into consideration legislation, practices, and procedures. * Mapping of the quality of the engagement of sectoral entities and their development partners in the national PFM and budget analysis and investment planning for SDG impact Health, Education, Child Protection, WASH and Social Affairs. * Identify PFM bottlenecks throughout the budget cycle at the national and sectoral level. The consultant will pay particular attention to PFM sub-systems (domestic resource mobilization, procurement, implementation of Programme-Based Budgeting, cash management, procurement, etc.) `that are critical for ensuring service delivery. * Develop a budget cycle calendar to identify key points during the decision-making process potentially open to that citizens, Civil Society Organizations, and other stakeholders throughout the budget process.   Based on the overall PFM mapping, the consultant will delve into the social sectors PFM process line ministries to identify social sector specific PFM bottlenecks Conduct social sector budget analysis covering the last three (3) budget cycles comparing budget allocations and execution to support the identified PFM bottlenecks. Conduct social sector financing and budget allocations analysis covering the last three (3) budget cycles in terms of allocations and budget executions. If possible, to identify fiscal space for the social sectors.  **Methodology:**   * Consultant will conduct the initial inception mission to meet the Ministry of Finance General Directorate of Budget and Fiscal Affairs, other sections and meet with key social sectors line ministries such as Health, Education, Social Affairs, Natural Resources, Ministry of Justice, and other key stakeholders to discuss budget processes and gather relevant documents. * After the initial inception mission, the focus will shift to drafting of the mapping of the PFM process in Guinea Bissau and social sector PFM mapping including budget analysis which then will be submitted for inputs from UNICEF country office sections and key partners. After inputs incorporated the final version will be submitted to UNICEF management for clearance. * Consultant is expected to work remotely after the completion of the initial inception mission.   **Financial Proposal:**   * The financial proposal will include all costs related to this consultancy (travel, consultancy fees, insurance, and Daily Subsistence Allowance - DSA) in USD to complete the assigned ToRs tasks as captured in the scope of work. * Payment of professional fees will be based on the submission of agreed satisfactory deliverables. UNICEF reserves the right to request withholding of 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. | | | |
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| **Child Safeguarding**  Is this project/assignment considered as “[Elevated Risk Role](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/DocumentLibrary1/Guidance%20on%20Identifying%20Elevated%20Risk%20Roles_finalversion.pdf?CT=1590792470221&OR=ItemsView)” from a child safeguarding perspective?       YES       NO     If YES, check all that apply:  **Direct contact role** YES       NO   If yes, please indicate the number of hours/months of direct interpersonal contact with children, or work in their immediately physical proximity, with limited supervision by a more senior member of personnel:     |  | | --- | |  |   **Child data role** YES      NO   If yes, please indicate the number of hours/months of manipulating or transmitting personal-identifiable information of children (name, national ID, location data, photos):     |  | | --- | |  |   More information is available in the [Child Safeguarding SharePoint](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/SitePages/Amendments-to-the-Recruitment-Guidance.aspx) and [Child Safeguarding FAQs and Updates](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/DocumentLibrary1/Child%20Safeguarding%20FAQs%20and%20Updates%20Dec%202020.pdf) | | | |

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| **Budget Year:** | **Requesting Section/Issuing Office:** | | **Reasons why consultancy cannot be done by staff:** | | | |
| *2023* | *Social Policy* | | *Specific experience required in PFM to conduct budget cycle mapping and social sectors financing analysis.* | | | |
| **Included in Annual/Rolling Workplan***:*  Yes  No, please justify: | | | | | | |
| **Consultant sourcing:**  National  International  Both  **Competitive Selection:**  Advertisement  Desk Review  Roster  **Single Source Selection** | | | | | **Request for:**  New SSA – Individual Contract  Extension/ Amendment | |
| **If Extension, Justification for extension:** | | | | | | |
| **Supervisor:** Mamadu Balde, SP Specialist | | **Start Date:** May | | **End Date:** July | | **Working Days =** 60 |
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| **Work Assignments Overview** | **Deliverables/Outputs** | **Timeline** | **Est. budget** |
| 1. Conduct detailed mapping of the PFM process and social sectors mapping including budget analysis priorities programmes in Health, Education, Child Protection, WASH and Social Affairs. | 1. Submit the inception report outlining methodology of the report and key findings of the initial mission to shape the report. | 31 May | 20 % Payment upon completion. |
| 1. Submission of the final document of the PFM budget cycle mapping and social sectors financing analysis. | 31 July | 80 % Payment upon completion. |

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| **Minimum Qualifications required\*:** | **Knowledge/Expertise/Skills required \*:** |
| Bachelors  Masters  PhD  Other  Enter Disciplines: An advanced University Degree in Economics, Finance, Business Administration, Public Administration/Policy (with a focus/specialization in economics, and/or finance), Economic governance, or other directly relevant fields with a solid knowledge of PFM instruments and proven experience (at least 5 years) with government social sector budget analysis, at national and decentralized levels. | • 5 Years relevant PFM experience in Sub-Saharan Africa; • Good analytical and writing skills, and the ability to present the results in a simple language, making use of visual aids; (maps, graphs and other visual tools); • Experience in conducting budget mapping and analysis of social sectors in Sub-Saharan Africa; • Excellent command of Portuguese and English, both oral and written;  • Strong communication (oral and written) skills; • Previous work experience with Governmental Institutions or UN Agencies will be considered a strong asset. |
| \*Minimum requirements to consider candidates for competitive process. | \*Listed requirements will be used for technical evaluation in the competitive process. |
| **Evaluation Criteria:**  **A) Technical Evaluation (e.g. maximum 75 Points) B) Financial Proposal (e.g. maximum of 25 Points)**  - Technical expertise mentioned in the CV  - Portfolio with similar documentation to be assessed  - Experience performing similar assignment to be reviewed | |
| **Administrative details:**  Visa assistance required:  Home Based  Office Based: both. | **If office based,** seating arrangement identified:  IT and Communication equipment required:  Internet access required: |
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Costs indicated are estimated. Final rate shall follow the “best value for money” principle, i.e., achieving the desired outcome at the lowest possible fee. Consultants will be asked to stipulate all-inclusive fees, including lump sum travel and subsistence costs, as applicable.

Payment of professional fees will be based on submission of agreed 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

**Text to be added to all TORs:**

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 to ensure that the visa (applicable) and health insurance 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](https://www.unicef.org/careers/unicef-provides-reasonable-accommodation-job-candidates-and-personnel-disabilities) 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.