

TERMS OF REFERENCE FOR LOW VALUE CONTRACT

(Consultants and individual contractors whose services do not exceed a total one time or cumulative total of US\$10,000 over a 12-month period)

Title of Assignment	Programme review and development of 5-year proposal to support the Social Cash Transfer Programme (SCTP) in Balaka and Ntcheu Districts under the Irish Aid Grant	
Requesting Section	Social Policy	
Location	Place of assignment:	
	<input checked="" type="checkbox"/> Home Based <input type="checkbox"/> Office Based:	
Contract Duration	2 months	
Number of working days	25 days	
Planned Start and End Date	From: 25.10.2021	To: 20.12.2021

BACKGROUND

The Government of Malawi (GoM) prioritized Social Support (SS) for its potential of delivering inclusive growth, reducing poverty, promoting equity as well as enhancing the resilience of the poor and vulnerable groups. In 2012, the GoM approved a comprehensive policy framework to support the establishment and implementation of a coherent Social Protection system. GoM, therefore, created the Malawi National Social Support Programme (MNSSP) in 2012, which is tasked with the operationalization of the National Social Support Policy (NSSP). The policy prioritizes five programme components, one of them is the Social Cash Transfer Programme (SCTP). The other four priority areas of the NSSP including Public Works Programme (PWP), School Meals Provision, as well as Village Saving and Loans and well Microfinance Services.

The Malawi Social Cash Transfer Programme (SCTP) was initiated in 2006 in the pilot district of Mchinji, providing small monthly cash grants to ultra-poor and at the same time 'labour constrained households. Objectives of the programme include reducing poverty and hunger and improving health and nutrition in vulnerable households as well as increasing child school enrolment. The SCTP is currently operational in all the 28 districts of the country and reaches over 281,000 ultra-poor and labour-constrained households and over 1,185,000 individuals (of which over 610,000 are children). The programme is fully executed by the Ministry of Gender, Children, Disability and Social Welfare (MoGCDSW) and District Councils while the Poverty Reduction and Social Protection (PRSP) division of Ministry of Finance, Economic Planning and Development (MoFEPD) plays a supervisory role and provide technical backstopping in the areas of advocacy, coordination of stakeholders, as well as the provision of general political direction. Funding for the SCTP is provided by Irish Aid, the European Union, and the German Government through KfW, the World Bank and the Government of Malawi, while UNICEF provides technical support to implementation, system strengthening and general evidence generation. The Government of Ireland has supported the MOGCDSW in the implementation of the SCTP in Balaka and Ntcheu Districts since 2013. The current five years programme which started from 2017 to 2021 is coming to an end in December 2021. Under this support, the SCTP is reaching out to over 23,000 households across the districts and payment of transfer to these beneficiaries is done electronically through a bank-based e-payment model.

The Ministry has been given a green light by Irish Aid to develop a successful programme for the next five years (2022-2025) for the 3rd Phase of the SCTP in Balaka and Ntcheu districts. The MoGCDSW is therefore requesting UNICEF to support with an individual consultant to support the review and development of the new proposal for the SCTP under the Government of Ireland funding to run from 2022 to 2025.

JUSTIFICATION

UNICEF has provided technical assistance to the overall design and implementation of the SCTP since 2006 and at the national and district level. UNICEF has supported the design and redesign of the SCTP and the Social

Protection in Malawi including the design of the Social Registry, the development of the harmonised e-payment system, the piloting of graduation programmes, social accountability, technical support to implementation and the piloting and visioning of the social sensitive social protection programming.

The Government of Ireland has been a trusted partner for social policy in the scope of the SCTP with a focus on the Balaka and Ntcheu districts. UNICEF has used this partnership to shape and influence the social protection discourse in Malawi around system strengthening in particular the development of innovative e-payments and implementation of shock responsive social protection.

The SCTP is the flagship and most mature social support programme in Malawi, with stable funding and established structures at and national district levels. UNICEF has built a good reputation among the main Social Protection Development Partners (chairs and co-chairs the Social protection development partners group and MNSSP II technical Committee respectively) and therefore in a pole position to advocate for child sensitivity of the programme. The 5-year Government of Ireland support to the MoGCDSW, thus provides an opportunity to strengthen our advocacy for inclusive and child-focused social support.

Upon request from Government, UNICEF Social Policy section is looking for a suitable consultant to provide technical support to the MoGCDSW to conduct a programme review and develop a 5-year proposal for the Social Cash Transfer Programme (SCTP) in Balaka and Ntcheu under the Irish Aid Grant.

PURPOSE OF THE ASSIGNMENT

The purpose of the consultancy is to support the MoGCDSW – SCTP Secretariat to conduct a programme review and develop a 5-year proposal to support the Social Cash Transfer Programme (SCTP) in Balaka and Ntcheu districts under Irish Aid.

SCOPE OF WORK/OBJECTIVES

The scope of work of this consultancy is to support MoGCDSW to develop a 5-years proposal to the Government of Ireland for the implementation of the SCTP in Balaka and Ntcheu districts. The consultant will work with the SCTP secretariat, UNICEF and partners to develop the proposal using participatory approaches. It is expected that the consultant will conduct a quick review of the support in the last 2 phases to identify areas of improvement, lessons learnt and practices, and identify key areas for the next phase of the programme support.

The review should be based on an objective gaps analysis to identify key challenges and opportunities for all the areas of support that should inform the development of the new technical and financial proposal. The consultant is expected to conduct the following tasks:

1. Review of the implementation of Irish Aid support towards the SCTP

The main purpose of this assignment is to conduct a quick assessment of the overall implementation of the support (2013-2020) provided by Irish Aid and examine the extent to which the support impacted the overall implementation of the SCTP in the district and social protection in Malawi.

In addition, the review will assess the efficiency and effectiveness of the strategies and plans that were implemented in the targeted result areas. The review is expected to bring out key lessons learnt and best practices from the past implementation and provide evidence-based recommendations for the Government's consideration in the development of the next 5 years proposal.

The scope of the review will involve the review of relevant literature (technical proposals, evaluation reports, MIS data, Irish Aid strategy paper, previous Donor reports etc); conduct semi-structured interviews with the government, implementing partners, UNICEF staff, local government officials, and donors. Further, the consultant will conduct consultative meetings/workshops sessions with key personnel in the Government and partners to validate the key findings, identifying areas of improvement, and reach a consensus of the key areas of support to be included in the successor technical and financial proposal.

2. Participatory development of the 5- year technical and financial proposal

The consultant is expected to lead the participatory (via workshop sessions) development of the 5-years technical and financial proposal based on the programme review, gap analysis and the recommendations produced in (1) above. The consultant will conduct a workshop to isolate and prioritise strategic areas of support both for the Government and the Development Partners to be included in the technical proposals. In addition, the consultant will engage the national and district level accountants and other secondary data including a financial report, GIS mapping data to ensure the efficacy and transparency of the budget process outcomes.

Key Task by the Expectation/Outputs

- i. Evaluate progress made in achieving the output, goals, and targets during the lifecycle of support for the (2013-2020) for Irish Aid Support based on the detailed implementation plans.
- ii. Highlight key achievements and successes supported by evidence gathered during this review.
- iii. Document key findings, lessons learnt, areas of improvement, and propose recommendations that shall inform the preparation of the successor Irish Aid Support (2022-2025).
- iv. Develop an innovative 5-year technical and financial based on the programme review, gap analysis in collaboration with the SCTP secretariat and stakeholders.

REPORTING REQUIREMENTS

To whom will the consultant report (supervisory and any other reporting/communication lines):

The consultant will work directly with the UNICEF Social Policy Section and will report directly to the Social Protection Specialist in the UNICEF Malawi Country Office.

What type of reporting will be expected from the consultant and in what format/style will the submissions of reports/outputs be done:

The consultant will report using the standard UNICEF reporting templates that will summarise the key progress and achievement for each derivables. The report will be approved by the Social Protection Specialist and cleared by the Chief of Social Policy ensure the quality of deliverables and that effective support is being provided to programme implementation.

How will consultant consult and deliver work and when will reporting be done:

The consultant will be home-based and will work hand in hand with the Social Policy Section, the SCTP secretariat MoGCDSW and Department of Poverty Reduction and Social Protection (PRSP) at the national level, the Financial Payment Providers, the SCTP Secretariat in Balaka, Ntcheu Districts and other Social Protection stakeholders at the national, district and community level. He/ she will be supported and report as per schedule to the Social Protection Specialist at UNICEF Malawi Country Office.

EXPECTED DELIVERABLES

In alignment with the scope of work as described above, the consultant will be expected to perform the following activities and produce deliverables as per estimated dates below:

Task/Milestone	Deliverable/Outcome (e.g. Inception, progress, final reports, training material, workshop, etc.)	Estimated # of days	Planned Completion date	% of total fee payable
Inception Report detailing a stepwise work plan, timeframe, proposed methodology, instruments/tools for data collection (qualitative and quantitative), annotated outlines of proposed reports.	Inception report	7 days	05.11.2021	30%
Programme review report using participatory approaches, KIIs, detail the key findings, lessons learnt, areas of improvement and actionable recommendations	Programme Review Report	12 days	26.11.2021	30%
Technical and financial proposal for the SCTP secretariat for submission to the Donor	Draft Technical and Financial Report	6 days	10.12.2021	40%
		25 days		100%

However, as the actual starting date may impact the dates estimated in the TOR, a detailed workplan with exact timeframes and actual delivery dates will be jointly agreed upon between the consultant and the supervisor of the contract upon signature of the General Conditions of Contracts for Consultants and Individual Contracts.

PERFORMANCE INDICATORS FOR EVALUATION OF RESULTS

The performance of work will be evaluated based on the following indicators:

- Completion of tasks specified in TOR
- Compliance with the established deadlines for submission of deliverables
- Quality of work
- Demonstration of high standards in cooperation and communication with UNICEF and counterparts.

PAYMENT SCHEDULE

All payments, without exception, will be made upon certification from the supervisor of the contract, of the satisfactory and quality completion of deliverables and upon receipt of the respective and approved invoice.

DESIRED COMPETENCIES, TECHNICAL BACKGROUND AND EXPERIENCE

Academic qualification:

- An advanced degree or equivalent in social sciences, Economics, Development Studies, Banking and finance or another relevant discipline (s). An advanced degree is an added advantage.

Work experience:

- At least 8 years of relevant experience and proven expertise in the area of social protection and/or humanitarian cash-based assistance.
- Proven experience working with the Government in areas of resources mobilisation/proposal development for social protection and/or humanitarian interventions in Malawi.
- Proven experience in participatory approaches or similar client-based strategies and engagements.

- Previous experience in working with the Malawi Social Cash Transfer Programme is a strong asset.

Technical skills and knowledge:

- Excellent writing skills, analytical skills as well as good computer skills.
- Proven skills interview, planning, and facilitation.
- Strong communication skills, including with and across diverse teams.
- Strong organizational skills and ability to multi-task and handle work in an efficient and timely manner. Demonstrated ability to coordinate tasks to meet the deadlines necessary.

Competencies:

Core Values

- Commitment
- Diversity and inclusion
- Integrity

Core competencies

- Communication [II]
- Working with people [II]
- Drive for Results [II]

Languages:

Fluency in English and Chichewa is required

ADMINISTRATIVE ISSUES

UNICEF in collaboration with the MOGCDSW will regularly communicate with the consultant and provide feedback and guidance and necessary support to achieve the objectives of the work, as well as remain aware of any upcoming issues related to the performance and quality of work. It is expected that the consultant will conduct interviews with various stakeholders at the national and district level as part of the data literature review and data collection. UNICEF will support the consultant in arranging for validation meetings/workshops sessions required for the effective delivery of the assignment. The consultant is expected to have his/ her laptop, printers, communication, and internet-related gadgets and settle cost related to their management.

As per policy on consultants and individual contractors, the individual will be expected to complete a list of mandatory training, including policies on Prohibiting and Combatting Fraud and Corruption; Prohibition of discrimination, harassment, sexual harassment and abuse of authority and other relevant policies for their information and acknowledgment upon acceptance of the offer. Prior to the issuance of the official contract, the consultant/individual contractor is requested to complete the applicable mandatory trainings.

CONDITIONS

- The consultancy will be on a short-term arrangement for 2 months; however, the consultant will only work for 25 days during this contract period.
- The candidate selected will be governed by and subject to UNICEF's General Terms and Conditions for individual contracts.
- No contract may commence unless the contract is signed by both UNICEF and the consultant.
- The consultant will be home-based with travels to Lilongwe, Balaka and Ntcheu districts as required.
- The consultant will be paid **an all-inclusive fee** (stationary, communication and other miscellaneous expenses) as per the stipulated deliverable and payment schedule.

- However, travel (transport and living expenses) costs will be reimbursed on actual expenditures and upon presentation of original supporting documents per UNICEF's rules and tariffs, unless otherwise agreed.
- The consultant is not entitled to payment for overtime, weekends, or public holidays.
- Standard UNICEF procedures will apply for invoicing and all other financial management requirements set out in the contract.
- Standard penalty clauses will also apply for late and poor-quality deliverables. The supervisor of the contract will provide the consultant with the criteria for the evaluation of the quality of each deliverable.
- Consultants will not have supervisory responsibilities or authority on the UNICEF budget.
- 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, per local or other applicable laws.

HOW TO APPLY

Interested consultants should provide the following:

1. Curriculum Vitae
2. Brief technical proposal (no longer than five pages) demonstrating the consultant’s understanding of the assignment and approach/methodology to the assignment
3. Financial proposal including a breakdown of their all-inclusive fees (including professional fees, travel, living cost, visa and other costs). Complete the attached form.



Financial
Proposal.xlsx