

## TERMS OF REFERENCE

### Humanitarian planning and monitoring consultant

<b>CONTRACT MODALITY</b>	Individual Consultancy
<b>DUTY STATION</b>	Florence, Italy, home-based
<b>DURATION OF CONTRACT</b>	11 months

#### Purpose of Assignment

UNICEF's Office of Strategy and Evidence (OSE) spearhead the organization's efforts to strengthen management for programme results in all aspects of UNICEF's work, including in humanitarian operations- in close collaboration with the Emergency Operations (EMOPs) and Programme Group. OSE also works very closely with colleagues in Country Offices around the world, as well as Regional Offices to support programme planning, implementation, monitoring and reporting.

As part of the Future Focus Initiative, some of the humanitarian programme management functions have been transferred to OSE from EMOPs to enhance the synergies between the two divisions, highlight areas for continued collaboration, deepen integration, streamline processes, and strengthen the quality and use of evidence across the entire programme management cycle in all contexts. This transition process will be supported through a consultancy in OSE and EMOPs.

The consultant will be embedded within the Programme Effectiveness Team (PET) and will work closely with all relevant units in OSE as well as the relevant teams and consultants in EMOPs. Under the direct supervision of the Programme Manager in PET and general guidance of the Deputy Director, the consultant will be responsible for facilitating the simplification, integration and streamlining of humanitarian and development response planning and monitoring processes and programme data management- to ensure coherent support to Country and Regional Offices.

#### Scope of Work

The consultants will support the following area of work:

1. Aligning policies, guidance and tools that interface with the programme management cycle and humanitarian Performance cycle.
2. Improve integration of field monitoring and cluster data and analytics to support development and humanitarian programming
3. Facilitate coordination of UN80 humanitarian reset
4. Provide capacity building on humanitarian planning and monitoring to country offices
5. Knowledge Management in humanitarian settings.

Work Assignments Overview	Deliverables/Outputs	Delivery deadline (in weeks/months) and input days to complete the deliverable
Alignment of planning and monitoring policies, procedures, guidance and tools	<p>Two guidance and 1 procedure updated for country offices to better align with the humanitarian procedure and the Strategic Plan:</p> <ol style="list-style-type: none"> <li>1. field monitoring handbook</li> <li>2. annual reviews guidance note</li> <li>3. Monitoring procedure</li> </ol>	<p>1 November 2026</p> <p>32 days</p>
Integration of field monitoring and cluster data and analytics for humanitarian planning, implementation and monitoring/reporting	<ol style="list-style-type: none"> <li>1. Design templates, infographics, and analytics from the field monitoring tool for large humanitarian countries and L1/L2 countries to support evidence based humanitarian planning and response</li> <li>2. Identify sources of humanitarian performance data to be included into the UNICEF Equity Analysis 'data Lake - to support data integration and use for humanitarian response by country offices</li> <li>3. Document case studies on how offices are using data to support humanitarian response and share with regional and country offices</li> <li>4. Provide support for after-action reviews to L1/L2 countries</li> </ol>	<p>31 October 2026</p> <p>30 days</p>

<p>Facilitate coordination of UN80 humanitarian reset</p>	<ol style="list-style-type: none"> <li>1. Document and share outputs and summarized action points from the relevant humanitarian data quints and share with the Deputy Director- to support with coordination</li> <li>2. Guide and support monthly coordination meetings to provide strategic updates from all data quint focal points</li> </ol>	<p>28 February 2027 11 days</p>
<p>Capacity building to COs on humanitarian planning and monitoring</p>	<ol style="list-style-type: none"> <li>1. Training material developed to train staff on analyzing humanitarian data</li> <li>2. Staff in L1/L2 countries trained on analyzing and using data for humanitarian response</li> </ol>	<p>1 February 2027 18 days</p>
<p>Knowledge management for humanitarian response</p>	<ol style="list-style-type: none"> <li>1. Document and disseminate good practices from the field</li> <li>2. HPM and IM sharepoint site transferred to the UNICEF supported programme policies and guidance page (PPPX)</li> <li>3. Organize quarterly webinars to share updates on humanitarian performance cycle with offices.</li> <li>4. Support after action reviews in 2-3 countries</li> </ol>	<p>28 February 2027 20 days</p>

**Payment Schedule:**

Payment will be made on submission and acceptance of 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.

**Important Notes**

- 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 for ensuring that the health insurance (and visa if applicable) 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 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.

**QUALIFICATIONS / SPECIALIZED KNOWLEDGE / EXPERIENCE/ COMPETENCIES  
(CORE/TECHNICAL/FUNCTIONAL) / LANGUAGE SKILLS REQUIRED FOR THE ASSIGNMENT**

**Minimum requirements:**

- Education: Have an advanced university degree (master’s or higher) in Economics, political science, statistics, engineering or relevant fields
- Work Experience:
  - At least 7-10 years of work experience in emergency country context is required
  - Experience in humanitarian data management, planning and monitoring is required
- Skills: Abilities to work with multicultural teams
- Language Requirements:
  - Strong English writing and communication skills
- Desirables
  - Experience working in both humanitarian and development contexts is preferred
  - Experience in designing analytical tools to support humanitarian planning and monitoring is desirable
  - Work experience within the UN system is desirable
  - Speaking French or Spanish is desirable

