

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS

Emergency Response Roster for Rapid Deployment in Malawi

PURPOSE AND VALIDITY OF THE EMERGENCY ROSTER	<ul style="list-style-type: none"> • This generic advertisement facilitates the sourcing and selection of qualified and eligible (pre-vetted) national and international candidates for inclusion in the UNICEF MALAWI Emergency Consultancy Roster ONLY. • Candidates maintained in any roster must be screened for qualifications, references, prior work experience, and separation of good standing • The Roster will remain valid for 36 months. • Selection from the Roster: when the emergency need arises, the office will invite candidates from the Roster to express their interest and availability as well as submit their financial proposals based on an all-inclusive fee for the specific assignment and terms of reference. • Selected consultants will provide expert technical services and support the emergency activities against the terms of reference and scope of work below. • These assignments will be for rapid deployment.
Title of Assignment	Social Policy Specialist- Humanitarian Cash Transfer
Requesting Section	Chief of Social Policy
Location	<ul style="list-style-type: none"> • This assignment will be based in Lilongwe (<i>to be confirmed at the time of recruitment</i>), or any district as dictated by the relevant emergency. • It will be expected of the consultant to travel to the various affected districts across Malawi for field monitoring and attend required meetings/events. • The consultancy is not office-based; however, the consultant will be expected to attend related and scheduled meetings and briefing sessions at the office or online or at any agreed location.
Contract Duration	<ul style="list-style-type: none"> • Consultants will work on specific deliverables and timeframes determined by the office during engagement and based on emergency needs. • The contract duration will depend on the scale of the emergency and assignment needs – the consultancy duration will thus be confirmed at the time of engagement against the specific assignment's terms of reference.

BACKGROUND

Malawi's new Country Programme (2024-2028) includes three components: (1) child survival and development; (2) learning, skills development and protection; and (3) social policy. All components are supported by the programme and operational effectiveness and efficiency imperatives. All UNICEF programmes focus on risk-informed programming across the humanitarian and development nexus in all the above three outcome areas. Risk-informed programming across the humanitarian and development nexus in all three outcome areas will contribute to strengthened disaster preparedness, enhanced climate adaptation/mitigation and response, and

increased resilience capacity of institutions, communities, and young people. Programming aligns with UNICEF Core Commitments for Children in Humanitarian Action and the Inter-Agency Standing Committee's Transformative Agenda.

Malawi is ranked fifth in the 2021 Global Climate Risk Index¹. According to the Children's Climate Risk Index (UNICEF, 2021), Malawi is among the top forty countries with high climate risk for children and the most vulnerable communities. Malawi is highly susceptible to climate and environmental shocks, including flooding, drought, cyclones, and extreme heat. Such shocks have recently increased in frequency and magnitude and are among Malawi's children's greatest threats. As per UNICEF, 'Climate Landscape Analysis for Children in Malawi' report (CLAP) 2022 that climate-related hazards have resulted in the loss of life, displaced thousands of people, and damaged or disrupted roads, health facilities, schools, and power supplies across the country. Malawi also faces frequent outbreaks of cholera, endemic malaria, and the re-emergence of vaccine-preventable diseases such as polio, contributing to a need for a programme response fully responsive to an increased poly-crisis environment.

JUSTIFICATION

Malawi has a history of both public health and climate change-related emergencies. Climate-related, encompassing droughts, floods (often caused by cyclones or tropical storms and heavy rains), food insecurity, and infectious disease outbreaks. Cholera, Polio, Measles, Malaria, COVID-19, Schistosomiasis, and other infectious diseases create public health emergencies with devastating consequences in Malawi; there are also emerging Scabies outbreaks reported from schools in some districts. A cholera outbreak was reported in March 2022, which has been ongoing to date, with cases reported across all districts. On 13 March 2023, Tropical Cyclone Freddy affected at least 2.5 million people¹ (including 51 per cent female and 56 per cent children), left 659,278 displaced, injured 2,186 people, and killed 679. The 659,278 displaced were housed in 776 camps.

With protracted poly-crisis specially Cholera, Malawi Government and relevant agencies continued to respond to the situation. As humanitarian partner, UNICEF continuously supports the Government of Malawi in responding to multiple emergencies in a coordinated and effective manner to reach more children and families affected by humanitarian crises. At the heart of UNICEF's response is the Core Commitments for Children in Humanitarian Action (CCCs). The CCCs call for the rapid provision and deployment of qualified personnel to act in the first eight critical weeks of humanitarian response and provide guidance for action beyond that, moving towards defined benchmarks. Therefore, UNICEF is seeking dedicated individuals willing to work on emergency response and preparedness, risk-informed and resilience programming, and operations and programme activities in various fields to ensure the survival and well-being of children, women, and affected communities in an emergency.

PURPOSE OF THE ASSIGNMENT

UNICEF supports the government following emergencies to expand cash transfers to most affected districts. SCTP beneficiary households are among the most vulnerable and most likely to struggle to recover following an emergency. Their vulnerability stems from an inability to save due to low income, limited access to micro credit due to lack of collateral, high poverty levels, loss of livelihood, loss of assets, and high dependence on subsistence farming.

¹ Germanwatch (2021), *Global Climate Risk Index 2021*, p.8.

UNICEF supports the Ministry of Gender, Community Development and Social Welfare (MoGCDSW) to build and strengthen systems for the efficient delivery of regular cash transfers and to expand in times of emergencies. A Cash Specialist is required to support the Social Cash Transfer Programme's (SCTP) response to emergencies with resource mobilisation and rollout of cash transfers to SCTP beneficiaries (vertical expansion) and other affected population (horizontal expansion).

Consultant will support the MoGCDSW's efforts to restore regular operations following an emergency and to support resource mobilisation for, and rollout of, cash transfer expansion.

SCOPE OF WORK/OBJECTIVES

Under the direct supervision of the Social Policy Chief, the consultant is accountable for the management, implementation, and administration of UNICEF cash transfer programmes with the specific focus on the following elements:

- Provide technical guidance on cash-based transfer programme design, delivery and assurance, in line with UNICEF's guidelines.
- Conduct risk analysis and ensure risk mitigation are embedded into overall management of the support, in close consultation with UNICEF programme sections, partners, and Government agencies.
- Undertake regular field visits to monitor and assess programme implementation and decide on required corrective actions and support for cash transfer programmes.
- Coordination with operations to facilitate timely processing and reconciliation of cash interventions as relevant.
- Coordination with relevant UNICEF sections and integration of cross-sectoral elements (gender, PSEA, disability) in line with UNICEF policy commitments and guidance.
- Facilitate the development and implementation of cash transfer activities in coordination with the section and operations including Cash Plus modalities.
- Technical support to cash feasibility assessments, including the design of assessments to analysis of the data and write-up of the report.
- Support documentation of lessons learned on cash programming, and knowledge management of cash operations.
- Contribution to country office and national emergency preparedness and contingency planning to respond to humanitarian crises.
- Effective partnership and collaboration achieved and maintained with government counterparts, social protection stakeholders, development partners, technical cooperation, programme management/coordination, and networking.
- Develop partnership and collaboration with internal and external counterparts, including UN and national partners, to ensure the efficiency of the cash transfer programme
- Support preparation and follow-up of financial proposals prepared by UNICEF and the government of Malawi for funding for vertical and horizontal cash transfers.
- Plan and/or provide technical assistance and operational support throughout all stages of vertical and horizontal expansions of the SCTP in the emergency period.
- Support the documentation of lessons learned on cash programming, and knowledge management of cash operations.

REPORTING REQUIREMENTS

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

- The consultant will report to the Chief of Social policy with frequent coordination with the Humanitarian Action and Resilience Section (HAR) and other sectors based on the emergency situation at the time of recruitment.
- The consultant will coordinate and work closely with the Government and the SP emergency technical focal points at UNICEF.

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

- Daily, weekly and/or monthly monitoring reports on the situation on the ground, reports on people in need and the reach of the response and progress and final report as agreed with the supervisor.
- Rapid and regular updates on progress, especially inputs to Humanitarian Situation Reports and data requests, will be essential.
- Regular discussions will be held face-to-face and virtually, and the consultant is expected to stay in touch via telephone, emails, and other online platforms.

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

- The consultant will be working from the SCTP office in Lilongwe and conduct frequent travel to the affected districts.
- The consultant will provide monthly deliverables based on an agreed work plan and results-based schedule.
- In the first week of the month, the consultant will produce a work plan outlining the key deliverables in consultation with the contract supervisor. Where amendments arise during the month, a formal email will be shared and attached to the monthly report.
- Note that the consultant may be required to work irregular hours.
- The consultant will present the draft documents and the final report to UNICEF as agreed during the time of engagement and as per the work plan.

EXPECTED DELIVERABLES

In alignment with the scope of work described above, the consultant will be expected to carry out emergency response activities which may be similar in output across the months, for which there will be monthly payments based on satisfactory performance-service delivery. In alignment with the nature of the assignment, a detailed work/implementation plan will be jointly prepared between the consultant and the contract supervisor, defining the delivery timelines and dates, outlining the planned tasks and concrete steps to be undertaken to successfully accomplish the assignment within the scheduled contract period as per broad outline below:

Task/Milestone	Deliverable/Outcome (e.g. Inception, progress, final reports, training material, workshop, etc.)	Estimated # of days	Planned Completion date	% and amount of total fee payable
Discussions with SCTP to develop plan of action	Workplan	TBC		10%
Weekly updates on progress of resource mobilisation, planning and rollout	Progress Report	TBC		70%

Summary of key achievements, challenges, lessons learnt and recommendations for SCTP's future response for sudden onset crises	Final report	TBC		20%
--	--------------	-----	--	-----

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 upon contract signature and which will be updated on a regular basis as needed.

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
- Demonstrating high standards in cooperation and communication with UNICEF and counterparts
- Satisfactory quality completion of each deliverable
- Adherence to UNICEF's child safeguarding policy

PAYMENT SCHEDULE

All payments, without exception, will be made upon certification from the supervisor of the contract of the satisfactory and quality completion and submission of deliverables and upon receipt of the respective and approved invoice. Once the supervisor approves and signs monthly reports, the consultant will issue a receipt for payment against the approved monthly report. 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

The consultancy cost will be based on an all-inclusive fee basis, including professional fees, travel and living costs, transportation costs (fuel, car hire, etc), stationary, communications, etc. No other costs are payable under this consultancy.

DESIRED COMPETENCIES, TECHNICAL BACKGROUND AND EXPERIENCE

Academic qualification:

- Advanced university degree in social protection, humanitarian response, social sciences, or related field.

Work experience:

- A minimum of 5 years' experience with either the UN and/or NGO, progressively responsible experience in coordination, assessments, design, implementation, monitoring and evaluation of social protection and cash transfer programmes in humanitarian contexts.

Technical skills, knowledge and strength areas:

- Technical expertise in designing and implementing cash-based programmes, including in humanitarian settings.

- Experience of providing direct technical assistance to country teams and government counterparts is desired.
- Experience and or exposure to humanitarian coordination mechanisms, including cash working groups is desired.

Professional Skills:

- Proven success in facilitating interagency processes to achieve a common goal.
- Ability to build trust, develop, and maintain effective working relationships with respect for diversity
- Commitment to UNICEF’s values and guiding principles.
- Communicates effectively including: tailoring language, tone, style, and format to match audiences; actively listens to perspectives of stakeholders and team members; interpreting messages and responding appropriately; speaking and writing clearly and efficiently; and makes presentations in public with confidence.
- Conscientious and efficient in meeting commitments, observing deadlines, and achieving results
- Fosters innovation and empowers management.
- Excellent oral and written communication skills, as well as analytical skills, with an exemplary ability to identify problems and propose solutions.
- Strategic thinking and decision-making skills, with a commitment to excellence.
- Strong interpersonal, teamwork, and self-management skills, as well as mature judgment.
- Ability to perform under pressure while maintaining a sense of humor.

Languages:

- Fluency in written and verbal English is required, familiarity with Chichewa will be an asset.

ADMINISTRATIVE ISSUES

UNICEF will regularly communicate with the consultant and provide feedback and guidance and necessary support so to achieve objectives of the work, as well as remain aware of any upcoming issues related to the performance and quality of work.

As per policy on consultants, 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 acknowledgement upon acceptance of the offer.

Before the issuance of the official contract, the individual consultant is requested to:

- complete the applicable mandatory trainings.
- ensure that the visa (where applicable) and health insurance required to perform the duties of the contract are valid for the entire period of the contract. The consultant is solely responsible for both the visa and own health insurance.
- the selected consultant is 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. The vaccine mandate, 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

The consultant must ensure the use of his/her own computer and be able to communicate using direct calls/WhatsApp, and any other approved electronic communication. Where approved, for work efficiency, the consultant will be provided a UNICEF email and ID only during the contract period.

CONDITIONS

- 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 paid an all-inclusive fee (stationary, communication and other miscellaneous expenses) as per the stipulated deliverable and payment schedule.
- Under the consultancy agreements, a month is defined as 21.75 working days, and fees are prorated accordingly for actual days worked.
- The consultant is not entitled to payment for overtime, weekends or public holidays.
- No travel should take place without an email travel authorization from section prior to the commencement of the journey from the duty station.
- 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.
- Additional details of UNICEF rules, regulations and conditions will be attached to the contract.
- The consultant will not have supervisory responsibilities or authority on 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. Consultants 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.
- UNICEF offers reasonable accommodation for consultants with disabilities. This may include, for example, accessible software, travel assistance for missions or personal attendants. We encourage candidates to disclose their disability during their application in case they need reasonable accommodation during the selection process and afterwards in the assignment.

HOW TO APPLY FOR THE ROSTER PURPOSE

Interested consultants should provide the following:

1. Curriculum Vitae
2. Brief technical proposal (no longer than five (5) pages) demonstrating the consultant's understanding of the assignment and approach/methodology to the assignment
3. Certified reference letters from at least three (3) previous supervisors (full reference checks will be conducted at the time of recruitment against a specific emergency need and prior to engagement)

Note:

- Only shortlisted candidates will be contacted and advance to the next stage of the selection process.