

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

NATIONAL INDIVIDUAL CONSULTANCY Clean air action plan and CHIP scaling

1. Background:

The United Nations Children's Fund (UNICEF) works for the rights of children to survival, development, participation and protection as guided by the Convention on the Rights of Children (CRC). UNICEF provides long-term humanitarian and developmental assistance to children and their families in developing countries. UNICEF is active in over 190 countries and territories through country programmes and National Committees. Seven regional offices provide technical assistance to country offices as needed. UNICEF 's headquarters in New York oversees overall management and administration of the organization.

Exposure to air pollution during early life can cause long lasting damage to brain function, diminish the ability to concentrate, and disrupt behavior thus reducing educational attainment, mental development and lifetime earnings. UNICEF, in collaboration with the Government of Mongolia and with the financial support of the Swiss Agency for Development and Cooperation (SDC) and other partners is implementing the 4-year programme "Impact of Air Pollution on Maternal and Child Health" to reduce the risks of air pollution to maternal and child health through enhanced evidence, policy, institutional capacity and action on the ground to reduce exposure of and strengthening health services for vulnerable children and pregnant women. Increasingly, the Mongolian national and local governments are investing in the programme as well.

UNICEF has provided technical assistance to Bayankhongor province to develop and implement the Clean air action plan (CAAP) Bayankhongor (BKH). This good practices of the CAAP of BKH have been scaled up to Umnugobi and Gobi-Altai provinces and Bayanzurkh and Songinokhairkhan districts of Ulaanbaatar.

Furthermore, UNICEF, in close collaboration and consultation with local government, the Mongolian University of Science and Technology and international academic institutions and community, designed and piloted clean and energy efficient Cooking, Heating, and Insulation Products (CHIP) – affordable electric heating technology combined with improved insulation and ventilation of the Mongolian ger. By now, 750 ger households in Bayankhongor, Gobi-Altai, Umnugobi provincial center and Bayanzurkh and Songinokhairkhan districts of Ulaanbaatar have adopted CHIP. CHIP has dramatically improved living conditions of residents, bringing thermal comfort, safety and cleanness and resulting in better health and saving time for all family members, particularly women. In the winter of 2022-2023, CHIP will be scaled up to approximately 800-1000 households of Songino-Khairkhan and Bayanzurkh districts of Ulaanbaatar, and Gobi-Altai, Bayankhongor and Umnugobi provinces.

With potential scalability and geographic coverage from one provincial center to many more provinces and UB, there is a need to bring technical assistance to local governments to review update their Clean air action plans and feasibility of CHIP supply and effectively coordinate and

manage partnership. Relevant to this, UNICEF Mongolia is seeking a national individual consultant to review and update Clean air action plan of provinces inclusive of CHIP scaling up.

2. Purpose of Assignment:

The objectives of this consultancy is are to review and update Clean air action plan of Bayankhongor, Govi-Altai and Umnugovi provinces and facilitate implementation. The tasks are centered around the below areas:

1. Subnational policy formulation and support for implementation for Clean air action plan and local government capacity enhancement
2. Supply chain and logistics system for CHIP scaling up and support for its implementation.
3. Develop and facilitate the implementation of Dissemination and capitalization plan.

3. Scope of Work:

1. Subnational policy formulation and implementation for clean air and local government capacity enhancement
 - Evaluate Clean air action plan of Bayankhongor 2019-2022 and develop the 2nd phase of the CAAP.
 - Oversee and monitor progress of implementation and defined results in the Clean Air Action Plan in provinces;
 - Organize workshops to share best experiences of CAAP and CHIP implementation.
2. Supply chain and logistics system for CHIP scaling up and support for its implementation.
 - Review the current situation of CHIP production, supply and installation process and develop feasible CHIP Supply and logistics chain system and CHIP diversification plan.
 - Coordinate project activities within the framework of the Project cooperation agreements (PCAs) with MUST, PIN and MSFDA.
 - Organize and facilitate stakeholders' meetings and workshops in target areas; and
 - Enhance knowledge and skills of local producers on a) technical and engineering aspects of producing CHIP b) on sustainable consumption and production and c) environmentally and child friendly business.
3. Develop and facilitate the implementation of Dissemination and capitalization plan.
 - Develop Dissemination and capitalization plan to disseminate the main results and outcomes of the project.
 - Draft and facilitate preparation of communication materials including audience-tailored messages, human interest stories (HIS), media and social media news, policy briefs, and videos; and
 - Help the team organize a dissemination workshop.
4. Other assignments as requested by supervisor.

4. Programme Area and Specific Project Involved:

This work is linked to the following Outcome and Output:

- **Outcome 100 (Health):** By 2021, the most disadvantaged children in Mongolia benefit from increased access to and utilization of services that promote health and nutrition, including WASH and interventions that mitigate the impact of air pollution on child survival.
 - **Output 104 (Air pollution and environment):** National and sub-national health and environment authorities in target areas have improved capacity to legislate, budget, design, deliver and coordinate interventions to mitigate the impact of air pollution on child survival.
5. **Contract Duration (start and end date):** The consultant will work for 11,5 months period. The contract shall commence upon signing the Contract tentatively by 13 June 2022.
6. **Type of Engagement: (Full time/Part time):** The consultant will work full time at UNICEF office for the entire duration of the contract. Consultant will be eligible for 1.5 days paid time off (PTO) per month.
7. **Deliverables, Timeframe and Payment Schedule:**

#	Activities	Deliverables	Timeframe	Payment schedule
I	Subnational policy formulation and support for implementation of Clean air action plan and local government capacity enhancement			
1	Evaluate the implementation of Clean air action plan of Bayankhongor 2019-2022 and develop the 2 nd phase of the CAAP	Approved 2 nd phase of CAAP	September 2022 December 2022	Agreed monthly payment
2	Oversee and monitor progress of implementation and defined results in the Clean Air Action Plan in provinces	Reports of all target provinces and districts on the progress of implementation of CAAP	December 2022	Agreed monthly payment
3	Organize workshops to share best experiences of CAAP and CHIP implementation	Concept note/agenda of workshops, list of participants, reports (At least 2 workshops organized to share experiences of GA, UG and BKH)	November 2022, April 2023	Agreed monthly payment
II	Supply chain and logistics system for CHIP scaling up and support for its implementation			
4	Review the current situation of CHIP production, supply and installation process and develop roadmap for CHIP Supply chain and logistics system	Roadmap for implementation of CHIP supply and logistics chain	October 2022	Agreed monthly payment
5	Coordinate project activities within the framework of the Project cooperation agreements (PCAs) with MUST, PIN and MSFDA	Final completion reports of partners.	November 2022	Agreed monthly payment

6	Organize and facilitate stakeholders' meetings and workshops in target areas	Reports on field missions and stakeholders meetings inclusive of agenda, list of participants, notes of meetings (at least 2 field missions to each of provinces and districts and 2-3 meetings held physically and online).	Throughout the contract	Agreed monthly payment
7	Enhance knowledge and skills of local producers on a) technical and engineering aspects of producing CHIP b) on sustainable consumption and production and c) environmentally and child friendly business	Agenda, list of participants and report of the trainings	July-November 2022	Agreed monthly payment
III	Develop and facilitate the implementation of Dissemination and capitalization plan			
8	Develop Dissemination and capitalization plan to disseminate the main results and outcomes of the project	Dissemination and capitalization plan	August 2022	Agreed monthly payment
9	Draft and facilitate preparation of communication materials including audience-tailored messages, human interest stories (HIS), media and social media news, policy briefs, and videos	Communication materials are prepared/drafted as reflected in the Dissemination and capitalization plan.	Throughout the contract period	Agreed monthly payment
10	Help the team organize a dissemination workshop	Concept note/agenda, list of participants, reports, (2 dissemination workshops organised at national and regional level)	November 2022 April 2023	Agreed monthly payment
IV	Other activities			
11	Drafting a donor report	Donor report (KCU)	28 April 2023	Agreed monthly payment
12	Consultant's report	Monthly performance report prior to payment 1 final report incorporating all deliverables	26 May 2023	Agreed monthly payment

The consultant will be paid on monthly basis upon submission of a satisfactory monthly report together with deliverables produced.

8. Project Management:

Direct supervisor: Clean air and climate change specialist.

Frequency of performance review: The contract supervisor will be reviewing the monthly deliverables, linked to the monthly payment.

9. Qualifications and Requirements:

Education: An advanced university degree (Master, PhD) in the fields of social science, environment, or energy.

Work Experience:

- Minimum 10 years direct professional work experience in project management work experience.
- Experience in working with national and local governments and partnership coordination.
- Experience working for/with bilateral and multi-lateral organizations and the United Nations.

Language Proficiency: Fluency in English and Mongolian is required.

Core Competencies:

- Strong inter-personal and communication skills and the ability to interact professionally with a diverse group of people.
- Demonstrates Self-awareness and ethical awareness.
- Works collaboratively with others.
- Drive to achieve impactful results.
- Manages ambiguity and complexity.

Nature of 'Penalty Clause' to be Stipulated in Contract:

UNICEF reserves the right to withhold up to 30% of the total fee in the case that the deliverables are not submitted on schedule or do not meet the required standard. Copyright and ownership of all documents produced will remain with UNICEF.

Note: 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.